



**SPECIAL MEETING OF
BELMONT CITY COUNCIL**

**TUESDAY, MAY 27, 2014, 6:30 P.M.
ONE TWIN PINES LANE, EOC 2nd Floor, BELMONT, CA**

AGENDA

NOTICE IS HEREBY GIVEN of a Special Meeting called by Mayor Lieberman pursuant to Government Code Section 54956 for the following items:

In Compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

- 1. ROLL CALL**
- 2. PUBLIC COMMENTS**
This is the public's opportunity to address the City Council on the item that will be considered on this agenda.
- 3. Presentation on Silicon Valley Clean Water (formerly known as South Bayside System Authority) Sewer Treatment Facilities Capital Improvements, Belmont Sewer Pump Station, and Authority's Budget Update**

ADJOURN TO REGULAR MEETING

**BELMONT CITY COUNCIL
and
BELMONT FIRE PROTECTION DISTRICT BOARD**

Belmont City Hall
One Twin Pines Lane, Belmont, CA



**AGENDA
Tuesday, May 27, 2014**

7:00 P.M. REGULAR MEETING
(City Council Chambers)

1. ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. REPORT FROM CLOSED SESSION

4. SPECIAL PRESENTATIONS

A. Public Safety Awards and Oath of Office

5. PUBLIC COMMENTS AND ANNOUNCEMENTS

This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If you wish to address the hearing body, please complete a Speaker's Card and give it to the City Clerk. If you wish to express an opinion on a non-agenda item without addressing the Council/Board, please fill out a "Comment Form" and give to the City Clerk.

6. COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

7. AGENDA AMENDMENTS (*if any*)

8. CONSENT CALENDAR

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Council/Board, or staff request specific items to be removed for separate action.

A. Minutes of Special and Regular City Council Meeting of April 22, 2014, and May 13, 2014, and Regular Meeting of the Belmont Fire Protection District of April 22, 2014 and May 13, 2014

COMBINED AGENCY MEETING

May 27, 2014

Page 1

- B. Motion to Receive Monthly Financial Reports
- C. Resolution of the City Council Authorizing the City Manager to Execute a Fourth Amendment to the Agreement with Turbo Data Systems, Inc. for Parking Citation & Administrative Citation Processing and Adjudication Services Extending the Agreement for One Additional Year
- D. Resolution of the Belmont Fire Protection District Ratifying the Belmont-San Carlos Fire Department Budget for FY 2015 and FY 2016
- E. Resolution of the City Council Accepting Work and Authorizing the Issuance and Recordation of Notice of Completion to United Storm Water, Inc. for the Full Trash Capture Installation Project, City Contract Number 2014-523
- F. Resolution of the City Council Authorizing Payment of the January 2014 – June 2014 Contribution to the First Chance Program per Joint Powers Authority Agreement in the Amount of \$13,164.50
- G. Resolution of the City Council Authorizing the Purchase of the AXON Flex Camera Video Recorder System for the Belmont Police Department, from TASER International, Inc., for an amount not to exceed \$16,940.75
- H. Resolution of the City Council Authorizing the City Manager Enter into a Professional Services Agreement with Quantum Resolve Incorporated to Assist in the Upgrade of the City's Enterprise Asset Management System for an Amount not to exceed \$9,375
- I. Resolution of the City Council Authorizing the Purchase of a MFP M40 New Canon Large Format Printer/Scanner from Canon Solutions of America, Inc. for an Amount of \$7,130, and a 2-Year Extended Warranty in the Amount of \$2,245 for a Total Amount not to Exceed \$9,375
- J. Resolution of the City Council Authorizing the City Manager to Enter into an Engineering Professional Services Agreement with BKF Engineers for an Amount not to Exceed \$82,416, and an Additional 10% Contingency of \$8,242 for the Design of the Ralston Avenue Pedestrian Improvement Project and the Old County Road Bicycle/Pedestrian Improvements Project
- K. Ordinance of the City of Belmont Amending Belmont City Code Chapter 22 Regarding the Construction, Maintenance and Repair of Sidewalks (2nd reading and adoption)

ACTION: 1) Motion to approve the Consent Calendar.

9. HEARINGS

- A. Public Hearing to Consider Amendment to Park Land Dedication and In-Lieu Fees Standards for Residential Subdivisions and Adoption of Park Impact Fees for Residential and Non-Residential Development Projects

Item to be continued to July 22, 2014

- B. Public Hearing to Consider a Conceptual Development Plan (CDP) Amendment for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway

ACTION:

- 1) Hold Public Hearing**
- 2) Approve Resolution certifying Mitigated Negative Declaration**
- 3) Introduce an Ordinance Adopting Conceptual Development Plan (CDP) Amendment**
- 4) Take other action**

- C. Public Hearing to Consider Participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures (continued from April 22nd)

ACTION:

- 1) Hold Public Hearing**
- 2) Select Energy Conservation Measures (ECM) to Implement**
- 3) Adopt Resolution making findings under Government Code Section 4217.12 and 4217.13 and authorizing City Manager to negotiate and execute agreements with PG&E to implement selected ECMs**

10. OTHER BUSINESS

- A. Introduce Fiscal Year 2015 Budget

11. COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

- A. Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments

- B. Verbal Report from City Manager

12. PUBLIC COMMENTS AND ANNOUNCEMENTS (if any)

For comments longer than 3 minutes or comments that could not be covered in the initial comment period.

13. MATTERS OF COUNCIL INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by Council/Board.

14. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. All staff reports will be posted to the web in advance of the meeting, and any writings or documents provided to a majority of the City Council/District Board regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and at the Council Chambers at City Hall, Second Floor, during the meeting.

Meeting televised on Comcast Channel 27, and webstreamed via City's website at www.belmont.gov

Minutes of Special and Regular Meeting of April 22, 2014
One Twin Pines Lane, Belmont, CA, and Tiger Hotel, 23 South 8th Street Columbia, MO
(Teleconference location of Mayor Lieberman)

STUDY SESSION: 6:30 P.M.

COUNCILMEMBERS PRESENT: Reed, Braunstein, Stone, Lieberman (by Phone)

STAFF PRESENT: City Manager Scoles, City Attorney Rennie, Public Works Director Oskoui, Community Development Director de Melo, Police Chief DeSmidt, Parks and Recreation Director Gervais, Human Resources Director Dino, Finance Director Fil, Senior Planner DiDonato, City Treasurer Violet, Deputy City Clerk Plut

Website Project Review and Technology Update

Information Technology Director Mitchell and GIS Coordinator Eggers presented the New City Website and explained next steps, including other technology updates.

ADJOURN TO REGULAR MEETING 7:05 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Reed, Braunstein, Stone, Lieberman (by Phone)

STAFF PRESENT: City Manager Scoles, City Attorney Rennie, Public Works Director Oskoui, Community Development Director de Melo, Police Chief DeSmidt, Parks and Recreation Director Gervais, Human Resources Director Dino, Finance Director Fil, Senior Planner DiDonato, City Treasurer Violet, Deputy City Clerk Plut

PLEDGE OF ALLEGIANCE

Led by the Wright Family

SPECIAL PRESENTATIONS

Oath of Office of New Councilmember Cathy Wright

Councilmember Wright's husband administered the oath of office.

Councilmember Wright thanked the City Council for selecting her to fill the vacant position. She noted that she is committed to working together with the rest of the City Council. She thanked her family and friends for their support, and stated that she is excited about the future of Belmont and she looks forward to the challenge.

Proclamation Honoring West Nile Virus, Mosquito and Vector Control Awareness Week

Vice Mayor Braunstein presented the proclamation.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Kathleen Beasley, outlined upcoming activities at the Belmont Library.

Nicole Fernandez, Office of Senator Jerry Hill described opportunities for residents to meet with Senator Hill.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

Vice Mayor Braunstein invited the public to the upcoming “Earth Day in Park” event at Twin Pines Park, and the “Ride in Disguise, Streets Alive, Parks Alive” activities. He also announced the upcoming Notre Dame de Namur University Commencement Ceremonies.

ITEMS APPROVED ON THE CONSENT CALENDAR

Minutes of Regular and Special City Council Meetings of March 11, 2013 and March 25, 2014, and Special Meetings of March 3, 2014 (Commission Interviews), March 24, 2014 (Council Interviews), March 28, 2014 (Workshop), and March 29, 2014 (Council Interviews)

Motion to Receive Monthly Financial Reports

Adoption of Ordinance 2014-001 of the Board of Directors of the Fire Protection District Modifying the Regular Meeting Schedule

Resolution 2014-058 of the City Council Authorizing a Purchase Order for Unleaded Gasoline and Diesel Fuel from Valley Oil Company for an Amount not to Exceed \$25,000

Resolution 2014-059 of the City Council Approving the 2014/2015 State and Federal Legislative Platform

Resolution 2014-060 of the City Council Authorizing an Amendment to Extend Service Agreement for Insurance Brokerage Services with Alliant Insurance Services, Inc.

Introduction of Ordinance Adopting Procedures and Requirements for Consideration of Development Agreements

ACTION: On a motion by Councilmember Reed, seconded by Councilmember Stone, the Consent Agenda was unanimously approved.

HEARINGS

Public Hearing to Consider a Mitigated Negative Declaration, Vesting Tentative Parcel Map, Grading Plan, Tree Removal Permit and Vacation of a Portion of Right-of-way for a Four-lot Subdivision for property located at 1320 Talbryn Drive (continued from April 8, 2014)

Senior Planner DiDonato outlined the entitlements being sought for this project which include a vesting tentative parcel map, grading plan, tree removal permit and the vacation of a portion of right-of-way. He clarified that should the City Council approve the project, the action to vacate the right-of-way would be considered at a subsequent meeting. He described the reconfiguration of the roadway and pointed out other improvements that would be made, including the installation of a new 3-way stop sign. He described the grading and tree removal plan, and the mitigation measures that will be deployed. He noted that an environmental review was performed as required by law.

Senior Planner DiDonato stated that the project meets all the goals and objectives of the General Plan, the Zoning Ordinance, and the Subdivision Ordinance. He outlined the Planning Commission's review and recommendations on the various entitlements being sought. He described concerns of some of the commissioners relative to safety and noted that there was a split vote on the vesting tentative map and mitigated negative declaration.

In response to Council questions, Senior Planner DiDonato provided clarification regarding the grading plan, and described the conditions of approval, the Construction Management Plan, peer review by the City's certified geologic consultant, stabilization of the hillside, Fire Department review, and traffic concerns expressed by the Planning Commission. Public Works Director Oskoui clarified that an evaluation of the effectiveness of the new stop signs could be made following completion of the project, and adjustments could be made.

Steven Lesley, project architect, provided the eight-year history of this project which resulted in substantial design changes.

The applicant's traffic representative outlined the analysis that was made that led to the recommendation to install stop signs as a way to address sight lines.

Paul Matiasic, on behalf of the applicant, outlined the changes that were made to the project as a way to address concerns of the neighbors and to reduce grading and tree removal. He pointed out that the addition of a three-way stop sign will make the intersection safer.

Vice Mayor Braunstein reopened the Public Hearing.

Fredrick Palmer, Doug Patterson, Elaine Patterson, Steve Braat, Joyce Montgomery, Anne Maltchanoff, Patti Smith, Kevin Sullivan, Gladwyn de Souza spoke regarding the project. Concerns were expressed regarding the grading plan, the size of the homes, traffic, slope stability, construction management, enforcement of speed limits, consistency with the General Plan relative to the development of flag lots, intensity of development, and the sufficiency of the Environmental Impact Report.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Reed, the Public Hearing was unanimously closed.

Councilmember Stone stated that he empathizes with the neighbors who will be impacted by this project. He pointed out that the proposed subdivision meets all of the objective standards of the General Plan and Zoning Ordinance. He expressed concerns regarding the installation of the stop signs.

City Attorney Rennie outlined the specific findings that would need to be made should the City Council wish to deny the request to subdivide the property, given that the project meets all of the

regulatory requirements under the General Plan and zoning standards.

Councilmember Reed noted that the proposed mitigation measures outlined in the Mitigated Negative Declaration adequately address his concerns regarding slope stability, drainage, fire department access, traffic and parking. He pointed out that the City approves projects on an annual basis on slopes exceeding 30 percent.

Councilmember Wright stated that the recommended installation of stop signs alleviate her primary concerns related to traffic.

Mayor Lieberman noted that the applicant has performed due diligence in making changes to the project over the years in order to mitigate impacts. He expressed confidence that the applicant will work closely with the neighbors as the project moves forward in order to address their concerns.

Councilmember Braunstein stated that he had the same concerns as expressed by the other councilmembers regarding this project.

ACTION: On a motion by Councilmember Stone, seconded by Mayor Lieberman, Resolution 2014-061 Adopting a Mitigated Negative Declaration was unanimously approved.

ACTION: On a motion by Councilmember Reed and seconded by Councilmember Stone, Resolution 2014-062 Approving Vesting Tentative Parcel Map, Grading Plan and Tree Removal Permit was unanimously approved.

RECESS: 8:45 P.M.

RECONVENE: 8:50 P.M.

Public Hearing and Regarding Participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures

Finance Director Fil stated that the City has been working for a number of years on identifying ways to reduce energy costs and carbon footprint at City facilities. He noted that staff has worked with PG&E and an energy consultant on this matter. He explained that the three areas that are being studied are City Hall, the Library, and street lights.

David Carter, PG&E, outlined details regarding the proposed infrastructure improvements that could be implemented in the three areas, as well as the potential to include the light standards at the Sports Complex as part of the Sustainable Solutions Turnkey (SST) Program. He described the energy cost savings and usage reduction that could be realized through this program.

Finance Director Fil explained that the findings can be made as required for both the Energy Conservation Contract and the Facilities Financing Contract. He outlined the details regarding how this program would be financed, and pointed out that it is essentially a zero percent loan.

Alan Pong, Comfort International, provided details regarding issues to be addressed at the Library, including lighting, HVAC (heating/air conditioning) and automatic doors, and described the level of efficiency that could be realized if these areas were to be addressed.

Vice Mayor Braunstein opened the Public Hearing.

Susan Wright, Gladwyn d'Souza, Kathleen Beasley, spoke in support of the program.

ACTION: Motion to made by Councilmember Reed and seconded by Councilmember Wright the Public Hearing was unanimously continued to May 27, 2014

OTHER BUSINESS

Resolution of the City Council Authorizing the Issuance and Sale by the Successor Agency of Tax Allocation Bonds to Refund Bonds of the Former Belmont Redevelopment Agency

Finance Director Fil explained that the refinancing of existing tax allocation bonds has the potential to save \$3.2 million over the life of the debt service, which savings will be reallocated to the taxing agencies. He outlined the procedure for this action, and the role of the State Department of Finance and the Oversight Board in the approval of the refinancing.

Tim Shaffer, Financial Consultant, explained the uniqueness of the mechanics of the refinancing due to the redevelopment dissolution law. He also described the process of bond financing and refinancing and noted that the potential savings over the life of the debt service could be close to 10 percent, which is very favorable.

ACTION: On a motion made by Councilmember Stone, seconded by Councilmember Reed, Resolution 2014-063 of the City Council Authorizing the Issuance and Sale by the Successor Agency of Tax Allocation Bonds to Refund Bonds of the Former Belmont Redevelopment Agency was unanimously approved.

Review and Approval of a Comprehensive Sewer Rate Study and Resolution Stating Intention to Revise the City's Sewer Service Charges Effective Fiscal Years 2014-2015 and 2015-2016

Public Works Director Oskoui provided information regarding the necessary steps in the Proposition 218 hearing process for the establishment of sewer rates for the next two fiscal years. He described the sewer collection system and the transmission to the sewer treatment plant, which is operated by the Silicon Valley Clean Water Agency. He described the age of and the need to maintain and upgrade the system. He clarified that the proposed new rate structure would address the \$45 million backlog of deferred maintenance on the portion of the system that is maintained by the City of Belmont.

Discussion ensued regarding the backlog of deferred maintenance.

Tom Gould, Consultant, described the process and objectives for analyzing the revenue needs for operating, maintaining, and upgrading the sewer system. He noted that failure to adequately address maintenance needs will lead to higher costs in the future. He described various rate scenarios that could be implemented.

Shawn Koorn, Consultant, provided details regarding projected costs for the next few years and described the components that make up the projected rates. He noted that debt would be issued in the form of bonds to continue to address the deferred maintenance needs. He described minimum operating and capital reserve levels, and that the goal would be to fund at pay-as-you-go once the backlog of maintenance needs was eliminated. He also pointed out that the City will not be able to issue bonds without increasing rates in order to adequately fund the debt. He reviewed the components of the rate structure which includes a base rate plus volumetric/flow rate. He noted that one proposed change in the new rate structure is to separate out the sewage treatment pass-through costs.

Discussion ensued.

Councilmember Reed stated that while not ideal, issuing debt to address the backlog of maintenance issues is the most fiscally prudent solution. He pointed out that the City has an obligation to maintain a fully-functioning sewage system.

Discussion ensued regarding water use and its effect on rates.

Public Works Director Oskoui provided comparison rate increases in neighboring cities. He pointed out that should the City experience a catastrophic event, or a sewage spill, it would still need to address the capital need, and would be subject to substantial fines and penalties.

ACTION: On a motion made by Councilmember Reed, seconded by Councilmember Stone, and unanimously approved to implement the staff recommendation of Scenario 3, the 15-year Deferred Maintenance Funding model.

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments Council Intergovernmental Assignments for 2014 - Update

Councilmembers Reed, Stone, Braunstein and Mayor Lieberman reported on the Infrastructure Committee, the SBWMA (South Bayside Waste Management Authority), the Office of Emergency Services (OES), and SVCW (Silicon Valley Clean Water) meetings.

Councilmember Wright expressed a desire to fill the vacant positions on the Notre Dame de Namur Advisory Committee as well as the Belmont-San Carlos Fire Department.

Council concurred to continue this discussion to the next meeting.

Verbal Report from City Manager

No report.

ADJOURNMENT at this time being 10:30 P.M.

Jozi Plut
Deputy City Clerk

DRAFT

**Minutes of Special and Regular Meeting of May 13, 2014
One Twin Pines Lane, Belmont, CA**

CLOSED SESSION: 6:35 P.M.

- A. Conference with Labor Negotiator, Greg Scoles, pursuant to Government Code Section 54957.6: BPOA (Belmont Police Officers Association)

Attended by Councilmembers Wright, Reed, Stone, Braunstein, City Manager Scoles, City Attorney Rennie, Human Resources Director Dino, Finance Director Fil, Labor Negotiator Doughty (via telephone). Mayor Lieberman was absent and City Clerk Cook was excused from attending.

ADJOURNMENT at this time, being 7:00 p.m.

**Terri Cook
City Clerk**

REGULAR MEETING

CALL TO ORDER 7:05 P.M.

ROLL CALL

COUNCILMEMBERS PRESENT: Reed, Braunstein, Stone, Wright

COUNCILMEMBERS ABSENT: Lieberman

STAFF PRESENT: City Manager Scoles, City Attorney Rennie, Public Works Director Oskoui, Community Development Director de Melo, Parks and Recreation Director Gervais, Finance Director Fil, City Treasurer Violet, City Clerk Cook.

PLEDGE OF ALLEGIANCE

Led by City Manager Scoles

REPORT FROM CLOSED SESSION

No reportable action

SPECIAL PRESENTATIONS

Proclamation Declaring May 18-24, 2014 as Public Works Week

Vice Mayor Braunstein read the proclamation.

Public Works Director Oskoui outlined open house activities in celebration of Public Works Week.

PUBLIC COMMENTS AND ANNOUNCEMENTS

Birgit Merian and **Charles Merian** spoke regarding the changes proposed on the cell tower located on Notre Dame Avenue.

Katie Wilcox, American Cancer Society, invited the City Council to the upcoming Relay for Life event.

COUNCIL MEMBER COMMENTS AND ANNOUNCEMENTS

Councilmember Stone spoke regarding the 50th anniversary of Babe Ruth in Belmont.

ITEMS APPROVED ON CONSENT CALENDAR

Minutes of Special and Regular City Council Meeting of April 8, 2014, and Regular Belmont Fire Protection District Meeting of April 8, 2014

Ordinance 2014-001 Adopting Procedures and Requirements for Consideration of Development Agreements

Resolution 2014-065 of the City Council Approving Amendment #2 with Whitlock and Weinberger Transportation, Inc. for an Amount not to Exceed \$14,000 for Additional Scope of Work not included in the Ralston Avenue Corridor Study and Improvements Project

Resolution 2014-066 of the City Council Authorizing the Renewal of a Three Year Service Agreement with Mission Communication, LLC, a Sole Provider, for Supervisory Control and Data Acquisition (SCADA) Communication for the Sewer and Storm Pump Stations for an Amount not to Exceed \$32,373

Resolution 2014-067 of the City Council Authorizing a Purchase Order for Engineered Wood Fiber from Jetmulch Company in an Amount Not to Exceed \$10,000

Resolution 2014-068 of the City Council Authorizing the Purchase of Furniture for the Twin Pines Senior and Community Center in an Amount Not to Exceed \$40,000

Resolution 2014-069 of the City Council Approving a Service Agreement with Stifel, Nicolaus & Company, Inc. to Perform Services as Financial Advisor

Resolution 2014-070 of the City Council Approving Plans and Specifications, Authorizing Advertisement for Sealed Bids, and Authorizing the City Manager to Execute a Contract with the Lowest Responsible Bidder for an Amount not to Exceed \$640,000, and Approving a Ten Percent Construction Contingency for the Ralston Avenue Sanitary Sewer Main Replacement Project (between Notre Dame Avenue and South Road), City Contract Number 2014-526, and Amendment to the FY 2014 Budget for a Supplemental Appropriation

Resolution 2014-071 of the City Council Authorizing the City Manager to Enter into a Five Year Agreement with Astound Broadband, LLC for Internet Service for an Annual Amount not to Exceed \$9,341 and **Resolution 2014-72** Authorizing the City Manager to Enter into a One Year Contract with AT&T Business Solutions for Telecommunication Services for an Amount not to exceed \$14,879

Resolution 2014-073 of the City Council Authorizing the Issuance of a Purchase Order to Xtelesis Corporation to Procure, Install and Maintain a Telephone System for an Amount not to Exceed

\$120,508 and **Resolution 2014-074** Authorizing the City Manager to Enter into a Three Year Agreement with U.S. TelePacific Corporation for Telecommunication Services for an Annual Amount not to Exceed \$36,752

Waive further reading of ordinances

ACTION: On a motion by Reed/Stone, Consent Calendar was unanimously approved (4-0, Lieberman absent).

Councilmember Stone acknowledged the Information Technology Department for its effort on the new phone system. He noted that this will result in substantial savings to the City.

OTHER BUSINESS

An Ordinance of the City of Belmont Amending Belmont City Code Chapter 22 Regarding the Construction, Maintenance and Repair of Sidewalks

City Attorney Rennie stated that this item is a result of dissolution of RDA. RDA used to be responsible for sidewalks in the downtown. Recommend the SA bring sidewalks up to good condition and then turn over to the adjacent property owners in the future.

Councilmember Braunstein recommended performing outreach to advise businesses.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Wright, the ordinance was introduced and second reading set for May 27, 2014 (4-0, Lieberman absent).

Update Regarding Downtown Revitalization, Belmont Village, and 2035 General Plan Update Project

Community Development Director de Melo provided update on GP update and downtown planning and potential grant monies. He recommended forming a subcommittee to evaluate proposals for consultant for next phase.

ACTION: On a motion by Councilmember Stone, seconded by Councilmember Reed, and unanimously approved (4-0, Lieberman absent) to form a subcommittee of Councilmember Wright and Vice Mayor Braunstein to evaluate proposals.

COMMISSION, COMMITTEE, AND COUNCIL INTERGOVERNMENTAL ASSIGNMENT UPDATES, AND STAFF ITEMS

Verbal report from Councilmembers on Intergovernmental (IGR) and Subcommittee Assignments Councilmember Reed spoke regarding the Infrastructure Committee re telephone survey. Results should be available soon.

Councilmember Stone spoke regarding Library JPA. Update stats on Belmont Library. Subcommittee will be formed to study excess funds.

Council Intergovernmental Assignments for 2014 - Update (continued from April 22, 2014)
List updated.

Verbal Report from City Manager

City Manager Scoles announced the upcoming Public Works open house as well as the next Ralston Corridor Study public meeting.

ADJOURNMENT at this time, being 7:45 P.M.

Terri Cook
City Clerk

Meeting audio-recorded and videotaped

**REGULAR MEETING OF
DIRECTORS OF BELMONT FIRE PROTECTION DISTRICT
Tuesday, April 22, 2014
CITY COUNCIL CHAMBERS, ONE TWIN PINES LANE
and Tiger Hotel, 23 South 8th Street Columbia, MO
(Teleconference location of District President Lieberman)**

**REGULAR MEETING
CALL TO ORDER 7:05 P.M.**

(Note: Belmont Fire Protection District meeting held concurrent with the City Council Meeting.)

ROLL CALL

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright, Lieberman (via teleconference)

BOARDMEMBERS ABSENT: None

Staff Present: District Manager Scoles, City Attorney Rennie, Deputy Fire Chief Gaffney, City Treasurer Violet, Deputy District Secretary Plut

ITEM APPROVED ON CONSENT CALENDAR

Regular Belmont Fire Protection District Meeting of March 11, 2014

ACTION: On a motion by Director Reed, seconded by Director Stone, the Consent Agenda was unanimously approved.

ADJOURNMENT at this time being 10:30 P.M.

**Jozi Plut
Deputy District Secretary**

Meeting audio-recorded and videotaped.

**REGULAR MEETING OF
DIRECTORS OF BELMONT FIRE PROTECTION DISTRICT
Tuesday, May 13, 2014
CITY COUNCIL CHAMBERS, ONE TWIN PINES LANE**

**REGULAR MEETING
CALL TO ORDER 7:05 P.M.**

(Note: Belmont Fire Protection District meeting held concurrent with the City Council Meeting.)

ROLL CALL

BOARDMEMBERS PRESENT: Reed, Braunstein, Stone, Wright

BOARDMEMBERS ABSENT: Lieberman

Staff Present: District Manager Scoles, City Attorney Rennie, Deputy Fire Chief Gaffney, City Treasurer Violet, Deputy District Secretary Plut

ITEMS APPROVED ON CONSENT CALENDAR

Regular Belmont Fire Protection District Meeting of April 8, 2014

Resolution 2014-009 of the Belmont Fire Protection District Authorizing the Purchase of Two Sharp Aquos 80" Smart TV Monitors from Costco Wholesale in an amount not to Exceed \$6,744.94 for use in the City's Emergency Operations Center (EOC)

ACTION: On a motion by Director Reed, seconded by Director Stone, the Consent Agenda was unanimously approved (4-0, Lieberman absent).

ADJOURNMENT at this time being 7:45 P.M.

**Terri Cook
District Secretary**

Meeting audio-recorded and videotaped.

Memorandum



To: City Council
Finance Commission
CC: City Manager, City Clerk, City Treasurer and Department Heads
From: Thomas Fil, Finance Director
Date: May 19, 2014
Re: Monthly Financial Report–April 2014

Please find attached the monthly financial reports.

The financial results for the period are embodied in three separate reports:

- ❑ Performance at a Glance. This report measures performance in two important areas: General Fund balance 10 year trends and year to date revenues and expenditures on a budget to actual basis. These measurements are indicative of the City's general financial health and the ability to meet expected results. The financial highlights are provided.
- ❑ Fund Recap at a Glance. This report lists all year to date revenue and expenditure activity by fund. Furthermore, a comparison to budget is provided. This report is intended to highlight economic activity at the fund level and focus attention on budgetary compliance.
- ❑ Budget Variance Report. This report compares year to date budget against actual for each major revenue source and expenditure function. In addition, a chart of major tax revenues two year trends is presented with the management discussion and analysis.

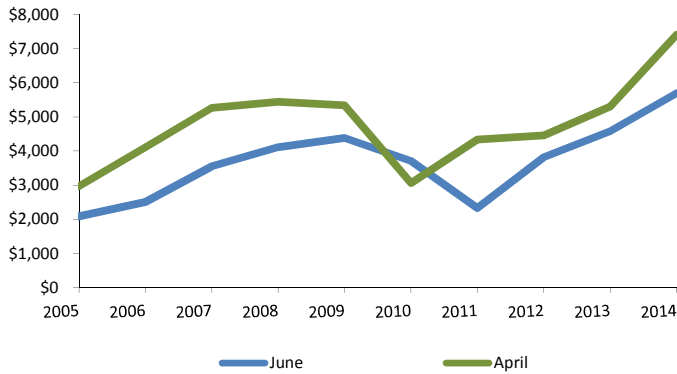
The purchase and disbursements activity for the period are embodied in a single report:

- ❑ Cash Disbursements and Purchase Order Activity Report. This report lists the disbursements and purchase orders issued for the amount equal to and above \$5,000 for the period.

Please feel free to call me at (650)595-7435, if you have any questions.

City of Belmont
Performance at a Glance
Results for the Period Ended April 30, 2014
(000's)

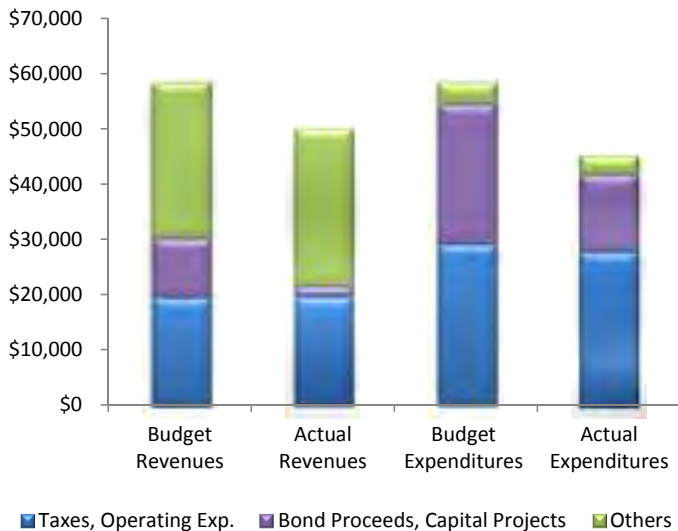
General Fund Balance Trend



Unassigned General Fund Balance Trends

6/30/2004	\$2,083	Audited
6/30/2005	\$2,507	Audited
6/30/2006	\$3,544	Audited
6/30/2007	\$4,112	Audited
6/30/2008	\$4,388	Audited
6/30/2009	\$3,704	Audited
6/30/2010	\$2,329	Audited
6/30/2011	\$3,818	Audited
6/30/2012	\$4,578	Audited
6/30/2013	\$5,694	Audited
4/30/2014	\$7,415	Unaudited

Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual



Revenues & Expenditures (All Funds)
YTD Budget vs. YTD Actual

	YTD Budget	YTD Actual	Favorable (Unfavorable) Variance
Revenues	\$58,401	\$50,141	(\$8,260)
Taxes	19,650	19,686	36
Bond Proceeds	10,628	1,936	(8,692)
Others	28,123	28,520	397
Expenditures	58,320	45,183	13,136
Operating	29,207	27,914	1,292
Capital Projects	25,211	13,749	11,462
Others	3,906	3,520	387
Net Change	\$81	\$4,958	\$4,878

General Fund

Through the tenth month of FY 2014 the General Fund balance has increased by \$1.7 million to \$7.4 million over the prior fiscal year end. In April, General Fund year-to-date (YTD) revenues of \$15.2 million are at 101% of the YTD budget. General Fund YTD expenditures of \$14.0 million are at 96% of the YTD budget.

Fund Balance - YTD Fund Deficits

As shown in the chart of Fund Recap at a Glance on page 3, the Supplemental Law Enforcement Fund, and the Street Maintenance Fund have deficits that are expected to be eliminated in a future period. The Worker's Compensation Fund deficit is from the payment of annual insurance premiums in July. The RDA Retirement Obligation Fund (Successor Agency) Trust Fund reflects a deficit of \$9.3 million, that due to the nature of the fund type, the entire outstanding debt balance is recorded and there are insufficient assets currently available to offset the liability; however, future receipts, both near and long-term, from the County Redevelopment Property Tax Trust Fund are expected to repay the bonds.

City of Belmont
Fund Recap at a Glance
Results for the Period Ended April 30, 2014
(000's)

Fund	Fund Name	Audited	Revenues				Expenditures				CY YTD	PY YTD
		Fund Balance 06/30/13 (1)	YTD Budget	YTD Actual (2)	Variance %	PY YTD Actual	YTD Budget	YTD Actual (3)	Variance %	PY YTD Actual	Fund Balance 04/30/14 (1)+(2)-(3)	Fund Balance 04/30/13
GENERAL FUND												
	101 General	\$6,200	\$15,052	\$15,199	101%	\$7,188	\$14,608	\$13,985	96%	\$7,947	\$ 7,415	\$ 5,306
SPECIAL REVENUE FUNDS												
	205 Recreation	0	1,819	1,744	96%	867	1,794	1,713	95%	995	31	12
	206 Library Maintenance/Operation	991	248	268	108%	149	301	286	95%	183	973	1,019
	207 Athletic Field Maintenance	118	58	68	117%	32	79	54	68%	10	132	129
	208 City Tree	232	6	94	1479%	82	29	5	16%	6	321	232
	210 Development Services	0	1,852	1,995	108%	869	1,854	1,787	96%	1,016	209	83
	212 General Plan	62	492	56	11%	19	500	33	7%	0	86	72
	223 Fire Protection District	4,421	7,192	7,866	109%	3,726	7,657	7,769	101%	3,601	4,519	4,939
	225 Police Grants and Donations	8	0	1	182%	0	3	3	90%	0	5	8
	227 Supplemental Law Enforcement	0	120	93	78%	46	120	100	83%	67	(6)	3
	229 Red Light Camera	141	75	81	108%	98	120	73	61%	96	149	93
	231 Street Maintenance	0	1,528	1,108	73%	560	1,653	1,316	80%	877	(208)	(81)
	234 Street Improvements	1,415	1,013	987	97%	298	2,411	1,231	51%	616	1,171	1,031
	235 Traffic Mitigation	48	0	0	27%	0	40	48	120%	0	(0)	98
	275 Affordable Housing Successor	55	99	94	95%	59	124	118	95%	40	32	46
	Total Special Revenue	7,491	14,504	14,456	100%	6,805	16,686	14,534	87%	7,508	7,414	7,684
CAPITAL PROJECT FUNDS												
	308 General Facilities	374	233	242	104%	85	115	111	97%	5	505	274
	310 Unanticipated Infrastructure Repair	333	0	0	58%	0	0	0	N/A	0	333	333
	312 Comcast PEG Program	366	0	0	56%	0	13	15	120%	0	351	366
	334 Hwy 101 Bike Bridge	0	0	1	N/A	192	0	1	N/A	20	(0)	153
	341 Planned Park	363	0	9	N/A	1	263	57	22%	80	315	387
	343 San Juan Canyon Open Space	(1,550)	1,614	1,937	120%	0	68	34	50%	26	353	(1,532)
	704 Special Assessment Districts	292	0	4	N/A	0	0	0	N/A	0	296	292
	Total Capital Projects	176	1,848	2,194	119%	278	458	219	48%	131	2,152	273
DEBT SERVICE & OTHER FUNDS												
	406 Library Bond Debt Service	322	551	595	108%	331	565	671	119%	446	246	259
	501-505 Sewer Collection System	8,104	6,426	7,371	115%	3,464	7,940	6,875	87%	3,643	8,600	9,040
	507 Sewer Treatment System	12,521	11,595	2,799	24%	1,555	8,409	430	5%	218	14,890	12,681
	525 Storm Drainage Enterprise	4,224	1,458	1,411	97%	896	1,328	962	72%	776	4,674	7,819
	530 Solid Waste Management	214	723	708	98%	308	542	496	92%	258	426	497
	570 Worker's Compensation	33	681	661	97%	345	681	759	111%	743	(64)	(54)
	571 Liability Insurance	462	252	252	100%	150	355	376	106%	306	339	455
	572 Self Funded Vision	0	27	27	100%	15	27	12	44%	6	15	16
	573 Fleet & Equipment Management	2,377	1,502	1,508	100%	811	2,203	1,738	79%	797	2,147	2,488
	574 Facilities Management	0	1,165	1,237	106%	753	1,195	1,154	97%	716	83	155
	575 Benefit Stabilization	57	751	659	88%	392	756	667	88%	487	49	148
	576 BFPD-Benefit Stabilization	0	176	174	99%	101	176	110	63%	101	64	67
	710 Net Six	379	133	199	149%	77	367	136	37%	99	442	416
	775 RDA Retirement Obligation Fund (Successor Agency)	(7,919)	1,557	689	44%	6	2,024	2,061	102%	1,934	(9,291)	(10,596)
	Total Debt & Other	20,774	26,997	18,292	68%	9,201	26,567	16,446	62%	10,529	22,620	23,392
	Total All Funds	\$34,642	\$58,401	\$50,141	86%	\$23,472	\$58,320	\$45,183	77%	\$26,114	\$ 39,600	\$36,654

**City of Belmont
Budget Variance Report
General Fund / All Other Funds
for the Period Ended April 30, 2014**

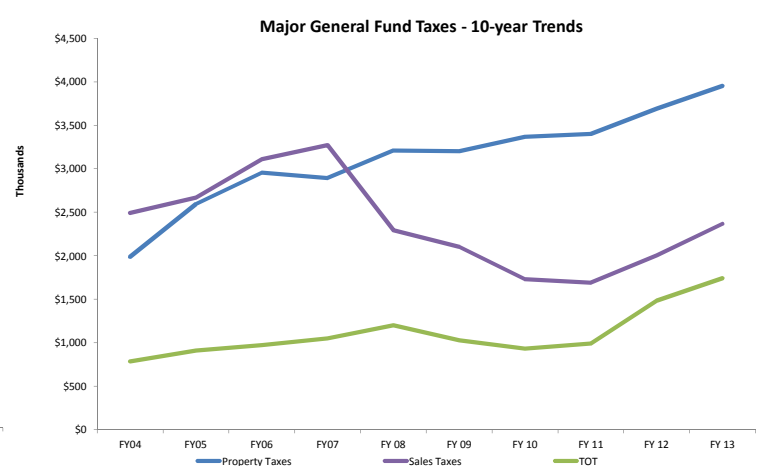
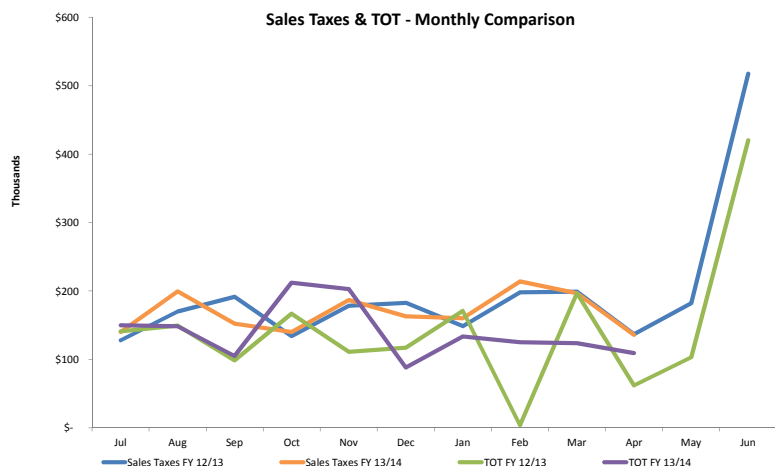
	General Fund						All Other Funds					
	Year to Date (YTD)				Annual		Year to Date (YTD)				Annual	
	Budget	Actual	Variance	%	Budget	PY YTD	Budget	Actual	Variance	%	Budget	PY YTD
REVENUES												
Taxes	\$ 10,378,770	\$ 10,474,036	\$ 95,266	101	\$ 12,454,524	\$ 9,674,618	\$ 9,271,445	\$ 9,211,962	\$ (59,483)	99	a \$ 11,125,734	\$ 8,659,067
<i>Property Taxes</i>	5,326,106	6,092,896	766,790	114	6,391,327	5,539,733	8,768,448	8,658,118	(110,329)	99	10,522,137	8,024,568
<i>Sales Taxes</i>	1,693,158	1,363,612	(329,545)	81	2,031,789	1,382,197	502,998	553,843	50,846	110	603,597	634,499
<i>Other Taxes</i>	3,359,507	3,017,528	(341,979)	90	4,031,408	2,752,688						
Licenses and permits	644,678	800,325	155,648	124	773,613	672,178	591,203	613,320	22,118	104	709,443	527,951
Intergovernmental	226,127	245,917	19,790	109	271,352	251,781	1,368,871	958,227	(410,643)	70	c 1,642,645	1,171,326
Charge for services	3,189,545	3,219,461	29,916	101	3,827,454	3,041,976	17,099,335	18,132,025	1,032,690	106	20,519,202	16,332,227
Fines and forfeits	186,063	160,423	(25,639)	86	223,275	153,282	75,000	81,915	6,915	109	90,000	211,697
Use of money and property	244,678	246,153	1,475	101	293,613	207,989	396,080	473,822	77,742	120	475,296	424,057
Miscellaneous	175,000	52,902	(122,098)	30	b 210,000	31,395	614,328	674,641	60,313	110	737,194	643,266
Other financing sources	-	-	-	-	-	-	10,627,696	1,947,560	(8,680,136)	18	d 12,753,235	17,876
Operating transfers in	7,071	-	(7,071)	-	8,485	-	3,304,985	2,848,477	(456,508)	86	e 3,965,982	2,638,057
Total Revenues	\$ 15,051,930	\$ 15,199,217	\$ 147,287	101	\$ 18,062,316	\$ 14,033,220	\$ 43,348,943	\$ 34,941,949	\$ (8,406,994)	81	\$ 52,018,731	\$ 30,625,524
EXPENDITURES												
General government	3,500,160	3,330,009	170,150	95	4,200,192	3,332,462	4,034,357	3,566,676	467,681	88	4,841,229	3,253,415
Public safety	7,992,672	8,034,033	(41,362)	101	9,591,206	7,543,703	8,407,231	8,190,558	216,673	97	10,088,677	7,197,110
Streets and Utilities	-	-	-	-	-	-	21,099,091	10,100,248	10,998,843	48	25,318,910	10,154,642
Culture and recreation	1,337,408	1,301,382	36,025	97	1,604,889	1,281,027	3,934,988	3,491,734	443,255	89	4,721,986	3,174,260
Urban redevelopment	-	-	-	-	-	-	4,107,344	3,648,955	458,390	89	4,928,813	3,522,389
Debt service	-	-	-	-	-	-	565,265	671,243	(105,978)	119	f 678,318	671,645
Operating Transfer out	1,777,618	1,319,285	458,333	74	2,133,142	1,175,392	1,563,604	1,529,191	34,413	98	1,876,325	1,462,665
Total Expenditures	\$ 14,607,857	\$ 13,984,710	\$ 623,147	96	\$ 17,529,429	\$ 13,332,584	\$ 43,711,882	\$ 31,198,606	\$ 12,513,276	71	\$ 52,454,258	\$ 29,436,125
EXCESS OF REVENUES OVER (UNDER)												
EXPENDITURES	\$ 444,073	\$ 1,214,507	\$ 770,434		\$ 532,888	\$ 700,636	\$ (362,939)	\$ 3,743,343	\$ 4,106,282		\$ (435,526)	\$ 1,189,399

Management Discussion and Analysis

(Items with unfavorable budget variance more than \$0.1 million)

- General Fund:**
- a) Taxes – The budget variance is primarily due to the timing of semi-annual property tax receipts received in December and April. In addition, the majority of Sales Tax and Transient Occupancy Taxes received in July are related to June activities, which are subject to accounting adjustment. Further, the portion of property taxes related to the RDA dissolution are only distributed semi-annually in January
- b) Miscellaneous – This shortfall includes a reimbursement for a budgeted project that has not yet occurred. Also includes Anticipated Budget Savings that will not be realized until the end of the fiscal
- Other Funds:**
- Revenues-
- c) Intergovernmental – The budget includes an annual payment of \$0.3 million for roads and \$0.1 million for law enforcement that will be fully received prior to the end of the fiscal year. A reimbursement grant for \$0.5 million for roads will be received when the project occurs.
- d) Other Financing Sources – The budget assumed the issuance of the 2nd in the series of Sewer Treatment Bonds of \$10.8 million, which will not occur in FY 14.
- e) Operating Transfer In – The Mid-Year Review added a transfer from the General Fund to the General Plan Maintenance Fund of \$0.55 million. This transfer is on a reimbursement basis and no costs have been incurred to date.
- Expenditures-
- f) Debt Service – The annual principal payment and semi-annual interest payment for the Library CFD Bonds were paid in July.

Trends



City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended April 30, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
BAMACOR, INC.	CUSTODIAL SERVICES-VARIOUS SITES	4/4/2014	1066498	\$11,248.61
BAMACOR, INC.	CUSTODIAL SERVICES-VARIOUS SITES	4/30/2014	1066811	\$9,528.89
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 4/15/14	4/15/2014	2322	\$116,898.07
BELMONT FIRE DEPARTMENT EMPLOYEES	DIRECT DEPOSIT 4/30/14	4/30/2014	2357	\$86,765.07
BELMONT REDWOOD SHORES SCHOOL	RALSTON AFTER SCHOOL SPORTS	4/25/2014	1066731	\$9,610.00
BURLINGAME, CITY OF	BID ASSESS COLL 9/18-4/28/14	4/30/2014	1066815	\$8,893.80
CALLANDER ASSOCIATES	PROFESSIONAL SERVICES-BELMONT SPORTS COMPLEX	4/18/2014	1066659	\$7,789.56
CALLANDER ASSOCIATES	PROFESSIONAL SERVICES-BELMONT SPORTS COMPLEX	4/30/2014	1066817	\$8,039.76
CALPERS	CITY PERS CONTRIBUTION 3/14/14	4/23/2014	2349	\$128,780.85
CALPERS	BFPD PERS CONTRIBUTION 3/14/14	4/23/2014	2350	\$31,224.54
CALPERS	BFPD 457 CONTRIBUTIONS 3/31/14	4/24/2014	2348	\$5,293.40
CALPERS	CITY PERS CONTRIBUTION 4/15/14	4/24/2014	2351	\$130,817.07
CALPERS	CITY PERS CONTRIBUTION 3/31/14	4/24/2014	2351	\$130,368.07
CALPERS	BFPD 457 CONTRIBUTIONS 4/15/14	4/24/2014	2353	\$5,293.40
CALPERS	BFPD PERS CONTRIBUTION 3/31/14	4/24/2014	2354	\$30,730.84
CALPERS	BFPD PERS CONTRIBUTION 4/15/14	4/24/2014	2355	\$47,713.63
CHARLES ARMSTRONG SCHOOLS	MCDUGAL WATER SEPT 13 -FEB 14	4/30/2014	1066819	\$5,212.36
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 4/15/14	4/15/2014	2321	\$350,323.02
CITY OF BELMONT EMPLOYEES	DIRECT DEPOSIT 4/30/14	4/30/2014	2356	\$345,018.06
COLANTUONO & LEVIN, PC	LEGAL ADVICE-LIABILITY CLAIM	4/30/2014	1066823	\$12,206.39
DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS APRIL 2014	4/11/2014	1066594	\$18,973.85
DELTA DENTAL OF CALIFORNIA	DENTAL PREMIUMS MAY 2014	4/30/2014	1066829	\$19,074.17
DUGGER & ASSOCIATES	FEBRUARY & MARCH SERVICE CONTRACT	4/11/2014	1066597	\$6,625.00
FLYERS ENERGY, LLC	UNLEADED FUEL	4/18/2014	1066668	\$9,533.53
FLYERS ENERGY, LLC	UNLEADED FUEL	4/30/2014	1066834	\$10,069.19
FOLGER GRAPHICS	SUMMER ACTIVITY GUIDE	4/25/2014	1066753	\$6,008.41
FONSECA, LARRY	TRUST DEPOSIT REFUND #3083	4/4/2014	1066510	\$15,500.00
FOSTER CITY, CITY OF	JAN-MAR FIRE MANAGEMENT CONTRACT	4/18/2014	1066669	\$23,333.33
GRANITE ROCK COMPANY	ASPHALT-VARIOUS SITES	4/18/2014	1066674	\$6,081.19
HOME DEPOT INC., THE	MISCELLANEOUS SUPPLIES	4/25/2014	1066761	\$5,080.39
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	4/4/2014	1066520	\$36,422.97
ICMA RETIREMENT TRUST 457	DEFERRED COMP PLAN-EE & ER	4/18/2014	1066680	\$36,635.47
KNAPP WOLLAM, ALLISON	PROFESSIONAL SERVICES-CSUS PROJECT	4/18/2014	EFT2268	\$5,115.00
LAMPHIER-GREGORY	PROFESSIONAL SERVICES-AUTOBAHN PROJECT	4/30/2014	1066847	\$13,740.74
MAZE & ASSOCIATES	PROFESSIONAL SERVICES-ANNUAL AUDIT	4/25/2014	1066768	\$28,356.25
MID-PENINSULA WATER DISTRICT	WATER-VARIOUS SITES	4/18/2014	1066691	\$5,134.85
MUNICIPAL MAINTENANCE EQUIP.	GO-4 INTERCEPTOR IV VEHICLE	4/18/2014	1066692	\$35,848.16
NASH, TERI	INSTRUCTOR PAYMENT	4/4/2014	EFT2248	\$14,000.55
NASH, TERI	INSTRUCTOR PAYMENT	4/25/2014	EFT2345	\$16,816.25
NAZARETH VISTA LLC	APRIL SENIOR HOUSING	4/4/2014	1066535	\$12,210.00
NAZARETH VISTA LLC	MAY SENIOR HOUSING	4/30/2014	1066857	\$12,210.00
P.E.R.S. - HEALTH BENEFITS	APRIL HEALTH PREMIUMS	4/4/2014	1066539	\$163,450.90
P.E.R.S. - HEALTH BENEFITS	MAY HEALTH PREMIUMS	4/25/2014	1066772	\$163,997.65
PG&E	GAS & ELECTRICITY-VARIOUS SITES	4/4/2014	1066544	\$21,253.96
PG&E	STREET LIGHTS	4/4/2014	1066543	\$7,657.38
PG&E	GAS & ELECTRICITY-VARIOUS SITES	4/30/2014	1066864	\$20,172.74
SAN CARLOS, CITY OF	4-CORNERS TRAFFIC ENGINEERING STUDY	4/18/2014	1066706	\$15,000.00
SAN MATEO COUNTY CONTROLLER	2ND QTR PARKING CITATIONS	4/18/2014	1066707	\$8,943.00
SAN MATEO, CITY OF	JAN-MAR FIRE MANAGEMENT CONTRACT	4/18/2014	1066710	\$46,666.67
SCI CONSULTING GROUP	P & R FAC IMPACT FEE STUDY	4/18/2014	1066711	\$11,441.98
SILICON VALLEY CLEAN WATER	APRIL CONTRIBUTIONS & SEMI-ANNUAL CAPITAL	4/11/2014	1066632	\$308,159.73
SUN RIDGE SYSTEMS, INC.	RIMS ANNUAL SUPPORT SERVICES	4/11/2014	1066634	\$28,323.00
SUNNYVALE FORD	2014 FORD F150 TRUCK	4/18/2014	1066712	\$19,748.15
TELECOMMUNICATIONS ENG. ASSOC.	MONTHLY BASE STATION MAINT.	4/18/2014	1066713	\$7,109.00
U.S. BANK CORP PAYMENT SYSTEM	CREDIT CARD-VARIOUS DEPARTMENTS	4/25/2014	1066798	\$11,763.67
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 3/31/14	4/1/2014	2364	\$22,478.86

City of Belmont
Disbursements & Purchase Order Activity Report
For the Period Ended April 30, 2014

Disbursements Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 3/31/14	4/1/2014	2365	\$106,053.21
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 4/15/14	4/17/2014	2366	\$42,892.38
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 4/15/14	4/17/2014	2367	\$104,818.25
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	BFPD EE & ER TAXES 4/30/14	4/30/2014	2368	\$25,741.76
U.S. DEPARTMENT OF TREASURY & FRANCHISE TAX BOARD	CITY EE & ER TAXES 4/30/14	4/30/2014	2369	\$103,349.19
UTILITY TELEPHONE, INC.	TELEPHONE SERVICES-VARIOUS DEPARTMENTS	4/4/2014	1066563	\$16,260.84
Total Disbursements in Excess of \$5,000				\$3,073,807.01
Total Count				62

Purchase Order Amounts Equal to \$5,000 and Above

Vendor	Description	Date	No.	Amount
SCI CONSULTING GROUP	P & R FACILITIES IMPACT FEE STUDY	4/9/2014	14 03549	\$14,100.00
DUKE'S ROOT CONTROL, INC.	ROOT FOAMING SERVICE	4/23/2014	14 04851	\$60,000.00
Total Purchase Orders Issued in Excess of \$5,000				\$74,100.00
Total Count				2

CITY OF BELMONT

TREASURER'S REPORT

April-14



Agency Receipts and Disbursements Summary

	Beginning Balance March 1, 2014		Receipts		Disbursements		Ending Balance March 31, 2014
City of Belmont	\$23,210,225.87	\$	8,719,797.84	\$	(3,164,966.74)	\$	28,765,056.97
Belmont Fire Protection District	3,005,016.14		2,335,204.89		(727,892.29)		4,612,328.74
Fire Net 6 Communications JPA	410,890.82		39,966.50		(8,726.72)		442,130.60
Successor Agency of the RDA ¹	3,504,844.01		-		(45,935.05)		3,458,908.96
Total	\$30,130,976.84	\$	11,094,969.23	\$	(3,947,520.80)	\$	37,278,425.27

Balance Summary

		Deposit		Investments		Pool Total
City of Belmont, Belmont Fire Protection District, Fire Net 6 & Successor Agency of RDA	\$	889,918.61	\$	36,388,506.66	\$	37,278,425.27

¹ In accordance with ABX1 26, the Belmont Redevelopment Agency was dissolved January 31, 2012 and the Successor Agency to the former RDA was established on February 1, 2012.

I certify that this report accurately reflects all investments of City of Belmont, Belmont Fire Protection District, Net Six, and Successor Agency, and is in conformance with the adopted Investment Policy mandated by Government Code 53646. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to meet the Agency's budgeted expenditure requirement for the next six months.

Respectfully Submitted,

John Violet
City Treasurer

CITY OF BELMONT TREASURER'S REPORT April-14

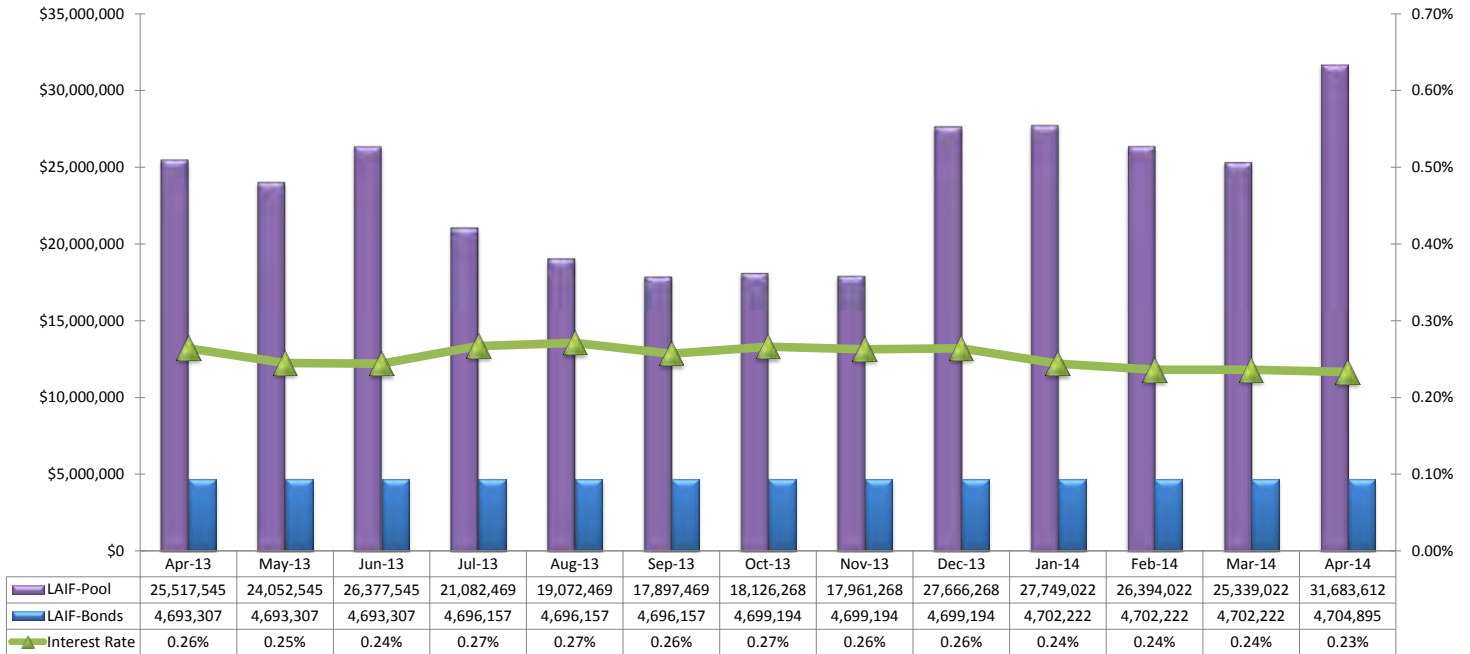


Investment Detail

Investment Type	Issuer	Maturity Date	Par Amount	Current Market Value	Interest	Total	Investment Period	Rate	Pricing Source	Manager
Deposit										
General Account	Bank of America	Daily	\$ 889,918.61	\$ 889,918.61					Bank	Bank
Investments:										
L.A.I.F.-POOL	State of California	Daily	31,683,611.80	31,693,659.24	6,151.90		90 days	0.233%	LAIF	LAIF
L.A.I.F.-BONDS**	State of California	Daily	4,704,894.86	4,706,386.87	913.53		90 days	0.233%	LAIF	LAIF
Total			\$ 37,278,425.27	\$ 37,289,964.72	\$ 7,065.44					

**L.A.I.F.-RDA Bond account was opened 12/99, Sewer Bond account was opened 12/01, Sewer Treatment Bond account was opened 3/10.

City of Belmont Investment Portfolio Trends





STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8C

Agency: City of Belmont

Staff Contact: Chief Daniel DeSmidt, Police Department, (650) 595-7404, dand@belmont.gov

Agenda Title: Resolution of the City Council Authorizing the City Manager to Execute a Fourth Amendment to the Agreement with Turbo Data Systems, Inc. for Parking Citation & Administrative Citation Processing and Adjudication Services Extending the Agreement for One Additional Year

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council authorize the City Manager to execute a one-year extension of the existing contract With Turbo Data Systems, Inc. for parking ticket processing and related services.

Background

Since 1999, all agencies in San Mateo County that issue parking citations have individually contracted with Turbo Data Systems, Inc. for parking ticket processing and related services using a model contract negotiated by one City acting as lead agency. Turbo Data was selected twice through a consolidated RFP process where a lead agency took responsibility for the process and all 29 other agencies piggy-backed on that RFP process and the resulting contract. In both instances the City of Daly City served as lead agency for the RFP.

Analysis

On June 30, 2014 the contract with Turbo Data will expire. In order to provide a reasonable time to complete a new RFP process, for which the County of San Mateo will be acting as lead agency this time, Turbo Data has agreed to extend the current contract for an additional year. Included in the offer of extension is a small price reduction in the cost to process citations.

The combined RFP process has worked extremely well in the past, resulting in substantial savings of both staff time and overall costs to process parking tickets. We anticipate equally successful results this time and the one-year contract extension will help to insure a fair and competitive process.

Alternatives

1. Provide alternate direction.
2. Take no action.

Attachments

- A. Resolution Authorizing Professional Services Agreement Amendment No. 4 with Turbo Data Systems, Inc.

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: General Fund Police Department Traffic Division's Other Professional/Technical Account (101-2-602-8351)

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO EXECUTE A FOURTH AMENDMENT TO THE AGREEMENT WITH TURBO DATA SYSTEMS, INC. FOR PARKING CITATION & ADMINISTRATIVE CITATION PROCESSING AND ADJUDICATION SERVICES EXTENDING THE AGREEMENT FOR ONE ADDITIONAL YEAR

WHEREAS, the City seeks assistance in processing parking citations and performing adjudication services; and,

WHEREAS, Turbo Data Systems, Inc. currently has a professional services agreement with the City of Belmont for parking citation processing and adjudication services dated June 30, 1999, which was subsequently revised by, Amendment No. 1, dated June 11, 2002, Amendment No. 2, dated June 14, 2011 and again by Amendment No. 3, dated March 27, 2012; and,

WHEREAS, it is recommended that the City Council approve Amendment No. 4 to the Professional Services Agreement with Turbo Data Systems, Inc. for parking citation processing and adjudication services.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to negotiate and execute a Professional Services Agreement Amendment No. 4 with Turbo Data Systems, Inc. for parking citation processing and adjudication services.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8D

Agency: Belmont Fire Protection District

Staff Contact: Thomas Fil, Finance Department, (650) 595-7435 tfil@belmont.gov

Agenda Title: Resolution of the Belmont Fire Protection District Ratifying the Belmont-San Carlos Fire Department Budget for FY 2015 and FY 2016

Agenda Action: Resolution

Recommendation

It is recommended that the Board ratify the proposed Appropriations Budget for the Belmont-San Carlos Fire Department for FY 2015 and 2016, which covers the period July 1, 2014 through June 30, 2016.

Background

The Second Amended and Restated Joint Powers Agreement for Belmont-San Carlos Fire Department requires a multi-step process to adopt a budget. The first step is a recommendation to adopt a budget by the Belmont-San Carlos Fire Department's Fire Commission. The second step is for the member agencies to take an action consenting to the Fire Commission's recommendation. The budget is considered adopted once both member agencies have ratified. This process is further explained below.

Under the Joint Powers Agreement – Section 4.2. Major Decisions; Tie Votes, major decisions are defined as: approval or amendment of an annual budget; approval or amendment of labor agreements; declaring impasse in labor negotiations; approving changes in the level of service during a fiscal year from the level specified in the approved budget; issuing a Bond or incurring any other debt in excess of \$100,000 in 2006 dollars, to be adjusted annually according to the San Francisco Consumer Price Index for All Urban Consumers, which is not expected to be repaid within twelve months; and accepting another public agency as a member.

The Board may not take final action on Major Decisions without the prior consent of all Members following a recommendation to those Members by the Board. The Board may refer items other than Major Decisions to the Members for review and direction prior to taking action if the Board so desires and shall refer to the Members any decision as to which a tie persists among the Board Members as provided in Section 7.2 of the Second Amended and Restated Joint Powers Agreement for Belmont-San Carlos Fire Department.

As required by agreement, the JPA is to prepare a budget setting forth the expenditures and cost allocation for the upcoming year. The cost allocation formula by member agencies stipulates the Belmont Fire Protection District pay 47.1% and the City of San Carlos 52.9%.

Consistent with the process outlined above, the Fire Commission considered the Belmont-San Carlos Fire Department FY 2015 and 2016 Budget on May 15th. After receiving a staff report and holding a public hearing, the proposed Appropriations Budget for FY 2015 and 2016 were recommended for approval by Resolution to the member agencies by the Fire Commission.

Beginning in FY 2013, the Department has adopted a two-year budget cycle.

Analysis

On October 1, 2011, the Belmont-San Carlos Fire Department, a joint powers authority, or JPA, entered into a post-operations era with the primary function of winding down the legacy obligations incurred during the prior operation of the jointly funded fire department.

Below are the primary wind-down activities of the JPA:

- Paying for the unfunded liabilities of the Safety and Miscellaneous Retirement Plans with CalPERS. CalPERS presented the following information in their October 2013 reports of the Safety and Miscellaneous Retirement Plans for the June 30, 2012 valuation:

Plan	Contribution Type	FY 2015
Safety	Risk Pool Amortization Bases	\$796,860
	Amortization of Side Fund	2,098,135
	Subtotal	2,894,995
Miscellaneous	Risk Pool Amortization Bases	24,985
	Amortization of Side Fund	15,013
	Subtotal	39,998
	Total	\$2,934,993

The reports are the basis for the amounts included in the FY 2015 and FY 2016 budget appropriations.

- Paying for other Post-Employment Benefits for retirees who have earned lifetime medical coverage.
- Paying for outstanding Workers' Compensation claims from past employees of the Belmont-San Carlos Fire Department.
- Paying for outstanding liability claims or other obligations of the former Fire Department.

Alternatives

1. With direction, refer to staff for further consideration.
2. Take no action.

Attachments

- A. Implementing Resolution
- B. Proposed FY 2015 and FY 2016 Budget

Fiscal Impact☐ No Impact/Not Applicable

☒ Funding Source Confirmed: For FY 2015, the Belmont Fire Protection District is required to contribute \$1,456,792. The District's proposed FY 2015 Budget includes this cost in the BSCFD Legacy Costs Division account 223-2-118-8501.

For FY 2016, the Belmont Fire Protection District is required to contribute \$1,552,733.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BELMONT FIRE PROTECTION DISTRICT RATIFYING THE BELMONT-SAN CARLOS FIRE DEPARTMENT BUDGETS FOR FY 2015 AND FY 2016

WHEREAS, Pursuant to, Section 4.2 of Article IV of Belmont-San Carlos Fire Department's Joint Powers Agreement, the Fire Commission must obtain the prior consent of the Belmont Fire Protection District and the City of San Carlos on the proposed budget before it is formally adopted; and,

WHEREAS, the Department's Fire Commissions approved the introduction of the Fiscal Year 2015 and 2016 Budget to be ratified by the Belmont Fire Protection District as a member agency.

NOW, THEREFORE, the Board of Directors of the Belmont Fire Protection District resolves as follows:

Section 1: The Belmont Fire Protection District ratifies the Belmont-San Carlos Fire Department's Appropriations Budget in the amount of \$3,239,723 for Fiscal Year 2015 and \$3,289,437 for Fiscal Year 2016. The budgeted amount for the Belmont Fire Protection District contribution is \$1,456,792 in Fiscal Year 2015 and \$1,552,733 in Fiscal Year 2016.

* * *

ADOPTED May 27, 2014, by the Board of Directors of the Belmont Fire Protection District by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

Board Secretary

Board President

APPROVED AS TO FORM:

Board Attorney



Belmont-San Carlos Fire Department Fiscal Years 2015 & 2016 Budgets



**Belmont-San Carlos Fire Department
Budget Fiscal Years 2015 and 2016
Budget Summary**

The proposed fiscal years 2015 and 2016 Budget reflects the Department's obligations in a post-operations era since the September 30, 2011 dissolution. The Budget funds the following wind-down activities of the Department:

- Unfunded liabilities of the safety and miscellaneous retirement plans with CalPERS (\$2,934,993 in FY 2015 and \$2,957,801 in FY 2016). Below is a summary of the outstanding obligations based on CalPERS June 30, 2012 actuarial valuation:

Plan	Side Fund Liability	Share of Pool's Unfunded Liability
Safety	\$11,021,554	\$28,839,963
Miscellaneous	\$88,125	\$713,166

- Other Post-Employment Benefits (OPEB) for retirees and qualified dependents who have earned lifetime medical coverage (\$214,530 in FY 2015 and \$235,000 in FY 2016).
- Outstanding workers compensation claims from past employees of the Fire Department (estimated at \$15,000 in FY 2015 and \$15,000 in FY 2016).
- Administrative and professional services required to carry-out the above activities (\$75,200 in FY 2015 and \$81,635 in FY 2014).

The contributions to be paid by the member agencies are as follows: Belmont Fire Protection District (\$1,456,792 in FY 2015 and \$1,552,733 in FY 2016 - 47.1%) and the City of San Carlos (\$1,632,786 in FY 2015 and \$1,740,453 in FY 2016 - 52.9%)

The proposed Budget assumes an estimated ending reserve balance of \$100,000 in each of the fiscal years.

Belmont-San Carlos Fire Department
FY 2015 & FY 2016 Budget
Fund Recap
Fiscal Years 2014 through 2016

Fund		Audited Fund Balance 7/1/2013		FY 2014 Estimated		Estimated Fund Balance 6/30/2014		FY 2015 Proposed		Proposed Fund Balance 6/30/2015		FY 2016 Proposed		Proposed Fund Balance 6/30/2016	
		Reserved or Designated	Available			Reserved or Designated	Available			Reserved or Designated	Available			Reserved or Designated	Available
Number	Description			Revenues	Expenditures			Revenues	Expenditures			Revenues	Expenditures		
GENERAL FUND															
105	General Fund		\$ 192,502	\$3,220,450	\$ 3,159,057	\$ 100,000	\$ 153,895	\$3,085,828	\$ 3,239,723	100,000	\$ -	\$3,289,437	\$ 3,289,437	100,000	\$ -

Belmont-San Carlos Fire Department

FY 2015 & FY 2016 Budget

Revenues and Other Sources & Expenditures and Other Uses By Fund and Function

Account/Division			FY 2013	FY2014	FY2015	FY2016
Fund	Number	Description	Actual	Estimated	Proposed	Proposed
Revenues & Other Sources						
105	6628	BELMONT FIRE DISTRICT SERVICES	805,256	1,518,598	1,456,792	1,552,733
105	6629	CITY OF SAN CARLOS SERVICES	904,416	1,705,602	1,632,786	1,740,453
		Service Charges	1,709,672	3,224,200	3,089,578	3,293,187
105	7111	Interest Earnings-Investments	(3,147)	(3,750)	(3,750)	(3,750)
105	7112	Other Interest Earnings	49	-	-	-
		Use of Money/Property	(3,098)	(3,750)	(3,750)	(3,750)
105	7252	Refunds and Rebates	6,192	-	-	-
105	7253	Miscellaneous	825	-	-	-
		Miscellaneous	7,016	-	-	-
		General Fund	1,713,590	3,220,450	3,085,828	3,289,437
		TOTAL REVENUES AND OTHER SOURCES	1,713,590	3,220,450	3,085,828	3,289,437

Expenditures & Other Uses						
105		Dissolution Costs	2,147,536	3,159,057	3,239,723	3,289,437
		Public Safety	2,147,536	3,159,057	3,239,723	3,289,437
		General Fund	2,147,536	3,159,057	3,239,723	3,289,437
TOTAL EXPENDITURES AND OTHER USES			2,147,536	3,159,057	3,239,723	3,289,437

Division: 4222 Dissolution Costs**Dissolution Costs****Fund: 105 General Fund****Fire Department**

Account	Account Description	Actual FY 2013	Estimated FY 2014	Proposed FY 2015	Proposed FY 2016
Personnel					
8120	PERS Legacy Costs	\$ 1,599,968	\$ 2,718,983	\$ 2,934,993	\$ 2,957,801
8235	State Unemployment Insurance	2,166	-	-	-
Personnel Total		\$ 1,602,134	\$ 2,718,983	\$ 2,934,993	\$ 2,957,801
Supplies & Services					
8351	Other Professional/Technical	\$ 42,632	\$ 30,800	\$ 20,000	\$ 25,000
8352	Assignment of Proceeds	56,930	-	-	-
8519	OPEB ARC Contribution	341,358	320,020	214,530	235,000
8520	Insurance	-	34,054	-	-
8598	Claims-Workers' Compensation	64,282	15,000	15,000	15,000
Supplies & Services Total		\$ 505,202	\$ 399,874	\$ 249,530	\$ 275,000
Administrative & Other					
8310	Administrative Support Service	\$ 40,200	\$ 40,200	\$ 55,200	\$ 56,635
Administrative & Other Total		\$ 40,200	\$ 40,200	\$ 55,200	\$ 56,635
Total Expenditures		\$ 2,147,536	\$ 3,159,057	\$ 3,239,723	\$ 3,289,437

Account	Account Description	Expenditure Details
8120	PERS Legacy Costs	Required Employer Contribution per CalPERS Actuarial Valuation-June 30, 2012 for Safety Plan and Miscellaneous Plan. FY 16 includes estimated impact of rate smoothing and risk pooling proposal.
8351	Other Professional/Technical	Includes-audit costs per Maze & Associates proposal; legal services; actuary services; workers compensation claim administration.
8519	OPEB ARC Contribution	Per Nicolay Consulting actuary report.
8598	Claims-Workers Compensation	Legacy workers compensation claims.
8310	Administrative Support Services	Administrative Services by the City of Belmont including financial, treasury, debt, and risk management.



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8E

Agency: City of Belmont

Staff Contact: Leticia Alvarez, Public Works Department, 650-595-7469, lalvare@belmont.gov

Agenda Title: Resolution Accepting Work and Authorizing Issuance and Recordation of Notice of Completion to United Storm Water, Inc., for the Full Trash Capture Device Installation Project, City Contract Number 2014-523

Agenda Action: Resolution

Recommendation

Staff recommends City Council adopt a resolution accepting the completed work and authorizing the issuance of a Notice of Completion to United Storm Water, Inc. for the Full Trash Capture Device Installation Project, City Contract Number 2014-523.

Background

On March 11, 2014, the City Council authorized the City Manager to enter into an agreement with United Storm Water Inc., for an amount not to exceed \$9,961 for the Full Trash Capture Device Installation Project, City Contract Number 2014-523.

The work included the installation of twenty-two (22) full trash capture devices in storm drain inlets across the City. The work was funded through City/County association of Governments of San Mateo County (C/CAG) to meet Municipal Regional Stormwater Permit (MRP) 40% trash load reduction requirements by July 2014.

Analysis

United Stormwater, Inc. has completed the installation of the 22 full trash capture devices. The work was completed within the allotted contract time and for the original contract amount of \$9,961. The City is retaining 5% of the contract amount from the contractor to insure that all subcontractors and suppliers are paid. The City Council's formal acceptance of the work with authorization to issue and recorded a Notice of Completion facilitates the release of these monies back to the contractor. If there are no claims filed within 35 days of recording the Notice of Completion, final payment of the retain amount will be paid to the contractor.

Alternatives

1. Take no action
2. Refer back to staff for more information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: 525-3-720-8430/Repair & Maintenance Service

Source:

- ☐ Council
☒ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT ACCEPTING WORK AND AUTHORIZING ISSUANCE AND RECORDATION OF NOTICE OF COMPLETION TO UNITED STORM WATER, INC., FOR THE FULL TRASH CAPTURE DEVICE INSTALLATION PROJECT, CITY CONTRACT NUMBER 2014-523

WHEREAS On March 11, 2014 the City Council authorized the City Manager to enter into an agreement with United Storm Water Inc., for an amount not to exceed \$9,961 for the Full Trash Capture Device Installation Project, City Contract Number 2014-523; and,

WHEREAS, United Storm Water Inc., has completed the work to the satisfaction of the City.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. Accepts the work as complete.

SECTION 2. Authorizes the City Clerk to issue Notice of Completion to United Storm Water Inc.

SECTION 3. Authorizes the City Clerk upon final closeout of the project to file Notice of Completion with the San Mateo County Clerk-Recorder's Office for the Full Trash Capture Device Installation Project, City Contract Number 2014-523.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8F

Agency: City of Belmont

Staff Contact: Captain Patrick Halleran, 650-595-7430, path@belmont.gov

Agenda Title: Resolution of the City Council Authorizing Payment of the January 2014 - June 2014 Contribution to the First Chance Program, per Joint Powers Authority Agreement, in the amount of \$13,164.50

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council authorize the payment of the January 2014 - June 2014 Contribution to the First Chance Program, per Joint Powers Authority Agreement, in the amount of \$13,164.50.

Background

The City of Belmont has participated in the Alcohol Violation Temporary Housing Authority known as First Chance since 1991. First Chance is an intervention and rehabilitation based alternative to jail for persons arrested for driving under the influence or public intoxication, run by StarVista.

Analysis

First Chance was utilized by Belmont Police 19 times in the first four months of 2014. While an alternative to jail, it is not an alternative to punishment. Individuals are issued citations for their offenses and still have to go through the criminal justice system.

Alternatives

1. Provide Alternate Direction.
2. Take No Action.

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: 101-2-601-8312

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING PAYMENT OF THE JANUARY 2014 - JUNE 2014 CONTRIBUTION TO THE FIRST CHANCE PROGRAM, PER JOINT POWERS AUTHORITY AGREEMENT, IN THE AMOUNT OF \$13,164.50

WHEREAS, the City of Belmont has participated in the Alcohol Violation Temporary Housing Authority known as First Chance since 1991; and,

WHEREAS, First Chance is an intervention and rehabilitation based alternative to jail for persons arrested for driving under the influence or public intoxication, run by StarVista; and,

WHEREAS, First Chance was utilized by Belmont Police 19 times in the first four months of 2014.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

Section 1. The City of Belmont is authorized to pay the January 2014 - June 2014 Contribution to the First Chance Program, per Joint Powers Authority Agreement, in the amount of \$13,164.50.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8G

Agency: City of Belmont

Staff Contact: Captain Tony Psaila, Police Department, 650-595-7402, tonyp@belmont.gov

Agenda Title: Resolution of the City Council authorizing the purchase of the AXON Flex Camera Video Recorder system for the Belmont Police Department, from TASER International, Inc., for an amount not to exceed \$16,940.75

Agenda Action: Resolution

Recommendation

Staff recommends that the City Council authorize the purchase of the AXON Flex Camera Video Recorder system for the Belmont Police Department, from TASER International, Inc., for an amount not to exceed \$16,940.75.

Background

Law enforcement agencies throughout the country are using various types of video recording systems to document interactions between law enforcement officers and citizens. The newest and more efficient technology available today allows officers to wear recordable video and audio cameras. These cameras may be utilized at any location (unlike vehicle mounted video camera systems), and provide many key benefits, such as reducing the number of citizen contacts which later turn into complaints and/or lawsuits, enhancing criminal convictions, streamlining investigations, and improving trust within the community.

Analysis

Extensive research began over a year ago when the Belmont Police Department Administrative staff, in collaboration with Belmont Information Technology personnel, began researching the various video systems available. After weighing the options, the Taser AXON Flex body worn camera system has been selected as the preferred video system for the Belmont Police Department. This conclusion was reached due to the conclusion that the AXON Flex system is the most technologically advanced system among those similar systems available.

The AXON Flex video system offers three options which none of the other systems offer. First, the AXON Flex is the only officer worn body camera that offers a 30 second pre-event recording loop which enables the camera to capture 30 seconds of video prior to the officer activating the system. This option is highly desirable because this allows officers to capture video, which in some cases may be crucial evidence in a case. Second, the AXON Flex system offers a server-connected download/recharge cradle station that allows officers to place the camera in a cradle and walk-away as the system automatically and securely downloads video, while at the same time charges the camera. All other vendor products require manual downloading and manual data entry for documentation and instructional purposes, which requires officers to spend up to 20 to 45 minutes at the end of each shift downloading data. Finally, the AXON Flex is also the sole system that permits blue-tooth remote

viewing via a smart phone type device. This connection permits data entry by the officer at the conclusion of each event. Additionally, this option allows officers to view video in a “real time” manner, so that the camera may be placed in dangerous or difficult areas (around blind corners, over fences, in attic and crawl spaces, etc.) in order to give officers the ability to search for suspects or evidence in a safer manner.

Currently, Taser International is the sole manufacturer and distributor of the Taser AXON Flex body worn camera system to law enforcement agencies.

For budgetary reasons, purchase of the Taser solution will be separated into two phases covering fiscal years FY13-14 and FY14-15. Fifteen (15) video cameras and associated hardware, software and video storage will be purchased in each phase for a total of thirty (30) video camera systems. Phase I also includes additional software licenses for administration of the Taser system. The below tables details one-time and ongoing expenses associated with each phase.

Annual Cost - Taser Cameras & Video Storage				
	<i>FY13-14</i>	<i>FY14-15</i>	<i>FY15-16</i>	<i>FY16-17</i>
<i>Phase I One Time Purchase</i>	\$ 16,940.75			
<i>Phase I Ongoing</i>		\$ 6,564.00	\$ 6,564.00	\$ 6,564.00
<i>Phase II One Time Purchase</i>		\$ 13,947.25		
<i>Phase II Ongoing</i>			\$ 5,512.50	\$ 5,512.50
<i>Total</i>	\$ 16,940.75	\$ 20,511.25	\$ 12,076.50	\$ 12,076.50

The recommended resolution covers the cost associated with Phase I purchase. Staff will present Phase II recommended resolution at a later date.

Alternatives

1. Provide alternate direction.
2. Take no action.

Attachments

A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Acct# 101-2-601-8613

Source:

Purpose:

Public Outreach:

- | | | |
|--|--|---|
| <input type="checkbox"/> Council | <input type="checkbox"/> Statutory/Contractual Requirement | <input checked="" type="checkbox"/> Posting of Agenda |
| <input checked="" type="checkbox"/> Staff | <input type="checkbox"/> Council Vision/Priority | <input type="checkbox"/> Other* |
| <input type="checkbox"/> Citizen Initiated | <input checked="" type="checkbox"/> Discretionary Action | |
| <input type="checkbox"/> Other* | <input type="checkbox"/> Plan Implementation* | |

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE PURCHASE OF THE AXON FLEX CAMERA VIDEO RECORDER SYSTEM FOR THE BELMONT POLICE DEPARTMENT, FROM TASER INTERNATIONAL, INC., FOR AN AMOUNT NOT TO EXCEED \$16,940.75

WHEREAS, Law enforcement agencies throughout the country are using various types of video recording systems to document interactions between law enforcement officers and citizens; and,

WHEREAS, utilizing an officer worn video camera system would be beneficial not only to the Belmont Police Department, but to the City of Belmont and Community as well; and,

WHEREAS, the AXON Flex video system offers three options which none of the other systems available offer.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to purchase the AXON Flex Camera Video Recorder system for the Belmont Police Department, from TASER International, Inc., for an amount not to exceed \$16,940.75.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



Meeting Date: May 27, 2014

Agenda Item #

STAFF REPORT

Agency: City of Belmont

Staff Contact: Jason Eggers, I.T. Department, (650) 598-4206, jeggers@belmont.gov

Agenda Title: Upgrade City's Enterprise Asset Management System

Agenda Action: Resolution of the City Council Authorizing the City Manager Enter into a Professional Services Agreement with Quantum Resolve Incorporated to Assist in the Upgrade of the City's Enterprise Asset Management System for an Amount not to exceed \$9,375

Recommendation

Authorize the City Manager to execute a purchase order for professional services to Quantum Resolve Incorporated, for assisting in the upgrade of the Asset Management System, for an amount not to exceed \$9,375.

Background

The City utilizes the Hansen (Infor Public Sector, or IPS) Enterprise Asset Management System as a core business tool to capture, maintain, and report on data related to the City assets and associated work orders and service requests. In addition, the system is used for Cashiering and Business Licensing, and interfaces with other business systems, including the Financial System, the Development Services System, and the Geographic Information System.

The IPS System was purchased and installed in 2008; the last major update was performed in 2011. Typically a major upgrade for this type of system happens every two to three years.

Analysis

Business systems that interface with Hansen have been or will be upgraded in the near future. To maintain interoperability and benefit from these upgrades it is paramount that the IPS System also be upgraded. In addition, upgrading to the latest version of the IPS System provides additional tools and enhancements to aid in the management of City asset, work order, and business license data.

A specialized technical skillset beyond those of City staff is required for the IPS System upgrade due to application complexity and custom interfaces development.

Quantum Resolve Incorporated was selected based on their "vendor approved reseller" VAR designation for the IPS System. Additionally, Quantum Resolve Incorporated staff has a thorough working knowledge of the City's IPS System and interface which were gained during the successful 2011 upgrade.

Quantum Resolve Incorporated provided a professional services quote at the competitive market rate of \$187.50 per hour. After building a project plan and identifying the need for VAR support, it is anticipated that no more than 50 hours of such support will be used, resulting in an anticipated cost of no more than \$9,375.

Alternatives

1. Deny recommendation.
2. Refer back to staff for more information and/or alternative options.

Attachments

- A. Resolution
- B. Quote

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Account 573-1-302-9040

Source:

- ☐ Council
☐ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☒ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

* Information Technology Plan.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL AUTHORIZING PROFESSIONAL SERVICES WITH QUANTUM RESOLVE INCORPORATED FOR THE UPGRADE OF THE CITY'S ENTERPRISE ASSET MANAGEMENT SYSTEM FOR AN AMOUNT NOT TO EXCEED \$9,375

WHEREAS, the City utilizes Infor Public Sector Enterprise Asset Management System as a core business tool to capture, maintain, and report on data related to the City assets, associated work orders and service requests; and,

WHEREAS, this system interfaces with other business systems, including Financial, Development, and Geographic Information Systems; and,

WHEREAS, upgrading the Asset Management System at this time is imperative to maintaining the functionality of the system and the interfaces with other systems; and,

WHEREAS, Quantum Resolve Incorporated have the resources, experience and technical expertise to ensure a successful system upgrade.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute a purchase order for professional services to Quantum Resolve, for professional services in the upgrade of the Asset Management System, for an amount not to exceed \$9,375.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8I

Agency: City of Belmont

Staff Contact: Diane Van Zant, Public Works, 595-7460, dvanzant@belmont.gov

Agenda Title: Resolution Authorizing the Purchase of a MFP M40 New Canon Large Format Printer/Scanner from Canon Solutions of America, Inc. for an Amount of \$7,130, and a 2-Year Extended Warranty in the Amount of \$2,245 for a Total Amount not to Exceed \$9,375

Agenda Action: Resolution

Recommendation

Staff recommends City Council authorize the purchase of a new Canon MFP M40 large format printer/scanner from Canon Solutions of America, Inc. for an amount of \$7,130 and a 2 year extended warranty in the amount of \$2,245 for a total amount not to exceed \$9,375.

Background

The Public Works Department requires a large format printer to copy and scan numerous engineering plans, maps and other documents that cannot be copied or scanned on regular copiers.

The current large format printer is over 10 years old, and has been out-of-service since January 2014. Several service calls occurred over the past two years for repairs and replacement parts. The last service call took place in January, where the service representative evaluated the problem and determined the printer was at the end its useful life. The repeated repairs are costly; in addition to finding replacement parts is difficult for an older printer.

Analysis

In April, staff solicited four quotes from local dealers for a new large format printer/scanner. The Canon MFP M40 large format printer/scanner was selected as it offers the latest technology and accommodates 24" x 36" plans and maps for printing and scanning. Canon Solutions of America, Inc. was selected because it provided the lowest bid at a competitive price. The new printer/scanner will allow Public Works to print and scan documents, reduce paper consumption, and preserve old and new documents in an effective and cost efficient manner.

The existing copier will be properly disposed of by Canon Solutions of America, Inc.

Alternatives

1. Take no action
2. Refer back to staff for further information

Attachments

- A. Resolution

Fiscal Impact

- ☐ No Impact/Not Applicable
☒ Funding Source Confirmed: Accounts 231-3-701-8599, 501-3-701-8599, and 525-3-701-8599/Miscellaneous

Source:

- ☒ Council
☐ Staff
☐ Citizen Initiated
☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
☐ Council Vision/Priority
☐ Discretionary Action
☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE PURCHASE OF A MFP M40 NEW CANON LARGE FORMAT PRINTER/SCANNER FROM CANON SOLUTIONS OF AMERICA, INC. FOR AN AMOUNT OF \$7,130, AND A 2 YEAR EXTENDED WARRANTY IN THE AMOUNT OF \$2,245 FOR A TOTAL AMOUNT NOT TO EXCEED \$9,375

WHEREAS, the current large format printer is over 10 years old, inoperable, and has reached the end of its useful life; and,

WHEREAS, the new Canon MFP M40 large format printer/scanner has the latest technology and can accommodate printing and scanning needs; and,

WHEREAS, funds for this purchase will come from Accounts 231-3-701-8599, 501-3-701-8599, and 525-3-701-8599/Miscellaneous.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to approve the purchase of the new Canon MFP M40 large format printer/scanner from Canon Solutions of America, Inc. for an amount of \$7,130, and a 2-year extended warranty for an amount of \$2,245 for a total amount not to exceed \$9,375.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #8J

Agency: City of Belmont

Staff Contact: Gilbert Yau, Public Works, (650) 595-7467, gyau@belmont.gov

Agenda Title: Resolution Authorizing the City Manager to Enter into an Engineering Professional Services Agreement with BKF Engineers for an Amount not to Exceed \$82,416 and an Additional 10% Contingency of \$8,242 for the Design of the Ralston Avenue Pedestrian Improvement Project and the Old County Road Bicycle/Pedestrian Improvements Project

Agenda Action: Resolution

Recommendation

Adopt a resolution authorizing the City Manager to enter into an Engineering Professional Services Agreement with BKF Engineers for the design of the Ralston Avenue Pedestrian Improvement Project and the Old County Road Bicycle/Pedestrian Improvements Project.

Background

The City has been awarded two grants for the total of \$520,000 from One Bay Area Grant Program (OBAG) for the Ralston Avenue Pedestrian Improvement Project and the Old County Road Pedestrian and Bicycle Improvements Project.

The purpose of the Ralston Avenue Pedestrian Improvement Project is to create 800 linear feet (LF) of safe and continuous pedestrian sidewalk along the north side of Ralston Avenue, from South Road to Chula Vista Avenue. The project will install new concrete sidewalk, curb and gutter, and the required Americans with Disability Act (ADA) compliant curb ramps. This work will also require relocation of existing retaining walls to accommodate the construction of the new sidewalk. See Attachment "A" for the project map. The total estimated project cost is \$320,000 with \$250,000 OBAG funding, plus a required local match of \$70,000.

The Old County Road Bicycle/Pedestrian Improvements Project will install new sidewalks where there are currently gaps; repair sidewalks in poor condition, and modify existing driveways to be ADA compliant in order to provide accessible pedestrian access along Old County Road between Ralston Avenue and the south City limit. The proposed project will provide a bike facility on Old County Road, 4,000 LF of sidewalk improvements including the modification of 25 driveways for ADA compliance. See Attachment "B" for the project map. The total estimated project cost is \$350,000 with \$270,000 OBAG funding, plus a required local match of \$80,000.

Analysis

In March 2014, the City issued a Request for Proposals (RFP) for the subject projects. In response to the RFP, staff received proposals from three qualified firms.

Staff evaluated the proposals using the following criteria: Specialized experience and technical competence; proposed method to accomplish the work; strength of key personnel, commitment to the project, and knowledge of City's needs. An interview board consisting of City staff conducted interviews and selected BKF Engineers for contract negotiations. The negotiated agreement with BKF Engineers for the full cost of engineering services is \$82,416.

Both sidewalk projects require detailed designs which are complex due to lack of, or inconsistent, data regarding the existing location of utilities or other facilities that may interfere with the proposed street improvements, and the possible need to correct certain drainage issues in the area. These projects also require analysis for adjacent property owners' access needs. Staff has worked with the consultant to develop a scope of work that meet the City's needs and budget.

The scope of work consists of these major elements:

Topographic Surveys. There is no current survey data available for Old County Road. One of the first items of the consultants work will be to perform detailed topo surveys which are needed for the street design work. This includes above ground utility locations and existing cross slopes as well as information at the street intersections.

Plans, Specification and Estimates. The preparation of the plans, specification and estimates will include 65% and 95% design submittals for the City to review. The final set of plans, specifications, and estimates will then be prepared to comply with the Federal funding requirements.

Community Outreach Meetings. Consultant will assist City staff by providing information for community outreach meetings. The meetings will be conducted to inform neighborhood residents and business owners about the project, solicit feedback for the final design and to address community concerns.

Construction Support. Consultant will provide support services during construction including review of submittals, plan revisions, site visits, and contract change order reviews.

Project design work will begin immediately after the approval and execution of the consultant agreement. The design and final construction plans for the project must be completed by end of December 2014 in order to meet the Federal funding requirements.

Alternatives

1. Refer to staff for more question.
2. Deny approval.

Attachments

- A. Resolution
- B. Attachment A – Ralston Avenue Pedestrian Improvement Project Map
- C. Attachment B – Old County Road Bicycle/Pedestrian Improvements Project Map

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: \$41,109 from Account Number 234-3-730-3210-8368/OCR Bike/Pedestrian Improvements and \$41,307 from Account Number 234-3-730-3211-8368/Ralston Avenue Sidewalk Improvement

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☒ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT AUTHORIZING THE CITY MANAGER TO ENTER INTO AN ENGINEERING PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS FOR AN AMOUNT NOT TO EXCEED \$82,416 AND AN ADDITIONAL 10% CONTINGENCY OF \$8,242 FOR THE DESIGN OF THE RALSTON AVENUE PEDESTRIAN IMPROVEMENT PROJECT AND THE OLD COUNTY ROAD BICYCLE/PEDESTRIAN IMPROVEMENTS PROJECT

WHEREAS, the purpose of the Ralston Avenue Pedestrian Improvement Project is to create an 800 LF of safe and continuous pedestrian sidewalk along the north side of Ralston Avenue, from South Road to Chula Vista Avenue; and,

WHEREAS, the Old County Road Bicycle/Pedestrian Improvements Project will install new sidewalks where there are currently gaps; repair sidewalks in poor condition, and modify existing driveways to ADA compliance in order to provide accessible pedestrian access along Old County Road between Ralston Avenue and the south City limit; and,

WHEREAS, staff has issued a Request for Proposal (RFP) to consultants soliciting design services for the street improvement projects; and,

WHEREAS, BKF Engineers has submitted an acceptable proposal for the design of the Ralston Avenue Pedestrian Improvement Project and the Old County Road Pedestrian and Bicycle Improvement Project.

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Manager is authorized to execute a Design Professional Agreement with BKF Engineers, approved as to form by the City Attorney, in an amount not to exceed \$82,416 and directs the City Clerk to affix her signature thereto.

SECTION 2. Funding for this agreement is not to exceed \$82,416 with an additional 10% contingency. The funds of \$41,109 will be allocated from account 234-3-730-3210-8368/Old County Road Bike and Pedestrian Improvements and \$41,307 from account 234-3-730-3211-8368/Ralston Avenue Sidewalk Improvement Project.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

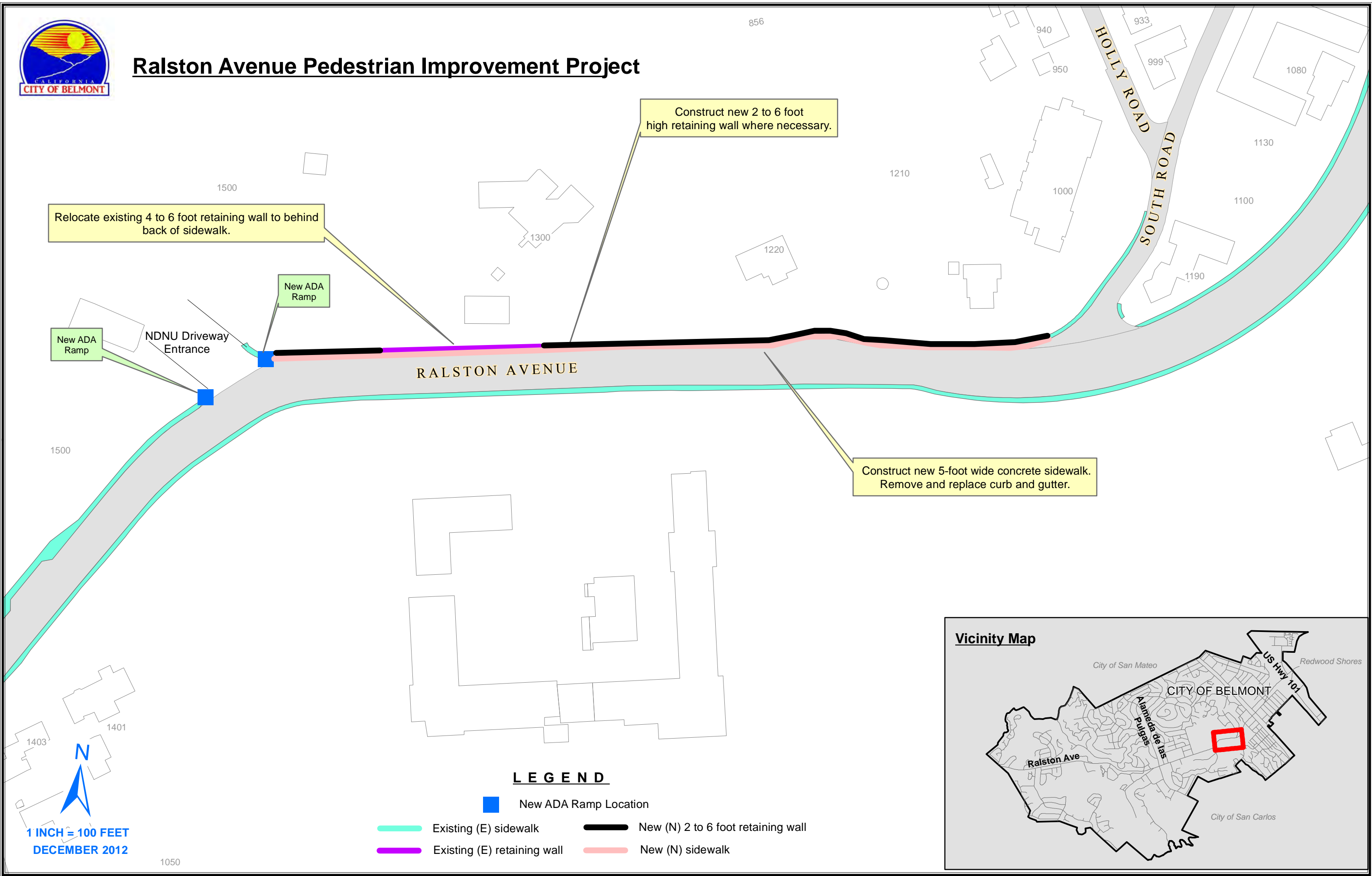
Mayor

APPROVED AS TO FORM:

City Attorney



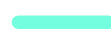
Ralston Avenue Pedestrian Improvement Project



LEGEND



New ADA Ramp Location



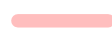
Existing (E) sidewalk



Existing (E) retaining wall



New (N) 2 to 6 foot retaining wall



New (N) sidewalk

Vicinity Map



1 INCH = 100 FEET
DECEMBER 2012

Old County Road Bicycle/Pedestrian Improvement Project





STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #

Agency: City of Belmont

Staff Contact: Carlos de Melo, Community Development Director, (650) 595-7440
cdemelo@belmont.gov

Agenda Title: Mitigated Negative Declaration, and Conceptual Development Plan (CDP) Amendment for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway

Agenda Action: Certify Mitigated Negative Declaration, and Introduce an Ordinance Regarding the Conceptual Development Plan (CDP) Amendment for the Project

Recommendation

1) Adopt a Resolution certifying the Mitigated Negative Declaration for the project; and 2) Introduce an Ordinance approving the Conceptual Development Plan (CDP) Amendment for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway.

Background

The current dealership was constructed in 1997/1998 (see attached expanded background). At their May 6, 2014 meeting, the Planning Commission (PC) considered and discussed the project. At the conclusion of the Public Hearing, the Commission recommended that the City Council certify the Initial Study/Mitigated Negative Declaration and approve the Conceptual Development Plan (CDP) Amendment for the project. Copies of the meeting minutes, and PC Resolutions are attached.

Project Description/Analysis

As noted earlier, the applicant requests a Conceptual Development Plan (CDP) Amendment to allow for reconstruction of the existing Autobahn Motors Sales/Service facility at the site. The project will modernize the facility, modify the relative space for sales and service functions, and increase total square footage by just over 10% (5,359 square feet). The 5.8-acre project site is comprised of two parcels as follows:

- The 3.6-acre western parcel, which houses the existing facility, parking areas, and landscaping.
- The 2.2-acre eastern parcel (across the street), which serves as a parking lot for sales/serviced vehicles.

The existing 51,006 sq. ft. facility includes the dealership sales showroom, ancillary office space, service/parts, office areas, and an outdoor new car sales area. Autobahn Motors also operates out of an approximately 3.3 acre service-only site on unincorporated County land approximately one mile to the southeast at 500 Harbor Boulevard. The current Project only includes changes to the site at 700 Island Parkway. The Project involves demolition of the existing Island Parkway facility and construction of a new 56,365 square foot structure serving the same general purpose. The Project will modernize the facility and reorganize the space to better fit current usage requirements.

The 500 Harbor Boulevard site is undergoing a separate re-configuration (through County of San Mateo Permits) to allow for more servicing during normal business hours and less reliance on multi-shift usage of bays. The service site would be able to accommodate changes in servicing operations resulting from the proposed new dealership building.

Operational Conditions

Under both existing and proposed conditions, customers for both sales and service go to the 700 Island Parkway site. Vehicles for service that are not serviced at the 700 Island Parkway site are shuttled between the two sites by employees following drop-off and before pick-up. Customers do not access the service site on Harbor Boulevard directly. There would be no change in the general operations between the two sites, though, with a reduction in the service bays at the 700 Island Parkway site from 27 to 18, it is anticipated that proportionately fewer vehicles would be serviced there and the rest will be shuttled to the Harbor Boulevard site.

Existing & Proposed Site/Building Comparison

A comparison of the uses within the existing and proposed Island Parkway dealership buildings is shown in the table below.

Facility Area Usage - Existing and Proposed			
Use	Existing	Proposed	Change
Showroom	4,455	10,413	5,958
Sales Offices	1,783	3,556	1,773
Service Bays	13,729	12,203	-1,526
Service Offices	2,039	4,745	2,706
Car Wash	811	4,300	3,489
Waiting/Retail Area	1,492	3,369	1,877
General Office/Support/Other	10,246	9,440	-806
Parts Storage	7,855	2,752	-5,103
Service Drive Aisle	5,500	5,587	87
Canopy Area (Outdoor Showroom)	3,096	0	-3,096
Total	51,006	56,365	5,359

Building Design/Elevations

The existing building is approximately 32 feet in height along with lower canopy areas and is finished with a combination of stucco and metal sheathing and limited windows. Currently, the eastern face of the building is made up largely of individual metal roller doors to access service bays. The proposed building would be mostly 26 feet tall, with the service drive area at a lower height of 17 feet. The proposed building would be finished in a combination of metal panels and glass curtain walls. Service bays would be accessed through a shared roller door. Proposed elevations are indicated on the Project Plans – See Sheet A5 and the 3D Renderings.

Site Construction/Temporary Operations

Where unaffected by the existing building demolition and the construction/grading area for the new building, the Project will not significantly change the grading or paving of the site, except for removal of pavement for additional landscaped areas. During the new building construction period, services

operating out of the building at 700 Island Parkway would instead operate out of a temporary structure (and associated restroom structure) to be located in the existing parking/storage area across Island Parkway from the Project site; this temporary building is proposed at approximately 6,600 square feet. A temporary sales and operation plan has been provided for the project – see attached Project Plans.

Access, Circulation and Parking

No changes are proposed to the two project/site access points and under Island Parkway. On-site circulation and parking would be revised in concert with the new building footprint (as well as during temporary operations for the parking lot across from the existing/proposed building). The project site includes spaces for approximately 404 vehicles as follows:

- 229 spaces for the sales/service building – this includes customer parking, service bay/aisle, and showroom/exterior display stalls.
- 175 spaces for the parking lot across the street.

Under Belmont Zoning Ordinance regulations this type of use (automobile sales/service facility), 249 spaces would typically be required. The existing/proposed facility complies with the Planned Development & Zoning Code regulations for required parking.

Grading/Geotechnical/Drainage

The site includes areas built on fill/landfill cap, former municipal waste (from the previous landfill closed in 1966) and Bay Mud. A Preliminary Grading/Drainage Plan has been prepared for the project – see Project Plans. An estimate of 2,300 cubic yards of combined cut/fill is proposed, with a majority of the earthwork necessitated as fill in the eastern and southern sections of the site to create a level building pad. At the Detailed Development Plan (DDP) phase, specific grading quantities (cut/fill) will be better defined in conjunction with a Project Grading Plan. The proposed sales/service dealership building will have similar water usage patterns as already exist at the site; drainage will be upgraded to meet current (C-3) standards.

The sales/service/dealership building will be required to be constructed to the current building code standards including consideration of soil, geologic, and seismic conditions. The project will not involve significant changes in topography or soil erosion. The subject property is located in a relative flat area with no slopes that could be considered a landslide risk. A Geotechnical Report has been prepared for the project (Cornerstone Earth Group – September 2013) and peer-reviewed by the City's Geotechnical Consultant – Cotton Shires & Associates (CSA) in October 2013. CSA geotechnical recommendations for the project (at this development review stage) have been included as CDP Performance Standards/Conditions of Approval.

Discussion

Zoning Conformance - Conceptual and Detailed Development Plans

The project entails an Amendment to an established Planned Development District for the subject site; approval is subject to the review provisions of Section 12 (Planned Unit Development or "PD" District) of the Belmont Zoning Ordinance. Unlike properties in other zoning districts, properties seeking a PD designation (in this case a PD Amendment) are governed by a two-step review process: First, general

issues of land use, site plans and circulation plans are reviewed by way of an application for a Conceptual Development Plan (CDP) – in this case a CDP Amendment. After approval, more detailed issues – such as building architecture, landscaping, parking layout, grading/drainage, and lighting – are evaluated as part of a Detailed Development Plan (DDP).

General Plan Conformance

The General Plan designates the project site as Mixed Use Area – East Belmont. The proposed project does not change the intended land use for the established Planned Development (automobile sales/service and associated parking). The existing and proposed uses are identical and in conformance with the General Plan designation.

PROJECT DATA (CDP/DDP STANDARDS)

Criteria	Existing PD standards	Required Under BZO Commercial Zoning Regulations	Proposed PD Standards
CDP/DDP Standards			
Use	Commercial	NA	No Change
Lot Area	5.8 acres	NA	No Change
Floor Area	Maximum 52,700 sq. ft.	NA	Maximum 57,000 sq. ft. (56,365 sq. ft. proposed as part of CDP) 6,600 sq. ft. temporary operations building
FAR¹	0.209	NA	0.226
Parking²	None 333 existing	<u>Existing</u> Auto sales: 1 space per 400 sq. ft. at max FAR (132) Auto repair: 2 spaces per service bay (56) plus one space per service employee on largest shift (110) Total: 298	<u>Requirement if regulated via BZO for Automotive Sales/Service Use</u> Auto sales: 1 space per 400 sq. ft. at max FAR (140) Auto repair: 2 spaces per service bay (36) plus one space per service employee on largest shift (73) Total: 249 Proposed parking – 404 spaces – includes customer, sales/display, service bay/aisle, vehicle storage stalls
Setbacks²	As built	NA	As per approved CDP plans
Height	32 feet	NA	Maximum 32 feet
Landscaping²	As built	NA	As per approved DDP plans
¹ FAR increases due to modest building size increase with new dealership. ² DDP standards pursuant to 1995 CDP/DDP approval, FEIR Amendment, and BCDC Permit approval.			

Conceptual Development Plan (CDP) Analysis & General Plan Consistency

The single finding required for Rezoning a property (via Amendment of a CDP) is the determination that "...the change in the district boundaries or of the district regulations is required to achieve the objectives of the Zoning Plan and the General Plan for the City." (BZO Section 16.7)

The objectives of the City's zoning regulations are stated in Section 1.1 of the Zoning Code:

Sec. 1.1 PURPOSE – The following regulations for the zoning of land within the City are hereby adopted to promote and protect the public health, safety, peace, comfort, convenience and general welfare, and to provide a precise guide for the physical development of the City.

In determining the appropriateness of the requested Rezoning (and whether it is *required*), the central issue is consistency with the General Plan. To determine that consistency, applicable goals and policies of the Belmont General Plan must be considered in light of this proposal. The Council must determine that such goals and objectives are achieved by the proposed (CDP Amendment) Rezoning of the subject property for the subject Planned Development (PD).

The project has been fully designed in accordance with the City's General Plan, consistent with the following General Plan Goals and Policies.

Mixed Use Development

2056 Goals

- 1. To permit integrated and creative development of the land in East Belmont north of Marine World Parkway in a combination of public and private uses.*
- 2. To protect the sensitive ecological environment of the Baylands.*
- 3. To enhance opportunities for water related recreation.*
- 4. To increase the City's tax base and enhance housing opportunities.*
- 5. To adapt the type, location and intensity of development of the area to the natural and manmade features and constraints and opportunities of the site and surrounding lands.*

2057 Policies

- 1. The City shall seek the coordinated development of the land in East Belmont in a mix, of uses including water related recreation, sports facilities, housing, offices and other commercial activities.*

Analysis. The land in East Belmont has been developed with a combination of public and private uses including the Belmont Sports Complex, Summerfield/Hyatt Suites, Oracle and other commercial buildings, mixed-commercial uses, and the subject auto sales/service use. At the time of the original dealership development approvals, an Environmental Impact Report was prepared for the project and appropriate mitigation measures were implemented to ensure protection of the sensitive ecological

environment of the Baylands. Lastly, the original mixed-use development approval included housing, as well as revenue generating uses such as hotel uses and automobile sales/service. The project is identical in nature as to the previously approved use (automobile dealership sales/service). The current proposal includes an environmental assessment which has determined that project-related environmental impacts will be less than significant (with incorporation of mitigation measures).

Commercial Areas

2025 Goals

- 1. To provide space for commercial activities in locations with good vehicular, bicycle and pedestrian access available public services, adequate parking and compatible adjacent uses.*
- 2. To promote commercial development, which meets the needs of local residents for convenience goods and services and which is fiscally beneficial to the city.*
- 3. To improve the attractiveness and functioning of existing commercial areas through such means as landscaping and design controls, and provision of adequate parking, sidewalks, bike paths and bike racks.*
- 4. To provide opportunities for commercial employment in attractive, landscaped environments.*

2026 Policies

- 1. Commercial and office uses should be located on or near major thoroughfares to discourage traffic in residential neighborhoods and should include sufficient off-street parking to prevent disruption of traffic flow on major streets.*

Analysis. The subject property is in close proximity to Highway 101, and can be accessed from Island Parkway. The existing automobile sales/service use generates significant revenue for the city in sales tax. The proposed automotive dealership sales/service center is well-designed, and landscaped, and the project site exceeds the off-street parking that would be typically required (under commercial zoning) by the City's Zoning Ordinance.

Based on the above discussion, staff and the Planning Commission believe that the specific finding can be made that the proposed Rezone of the subject site (via a Conceptual Development Plan Amendment) for the Planned Development achieves the goals and objectives of the Zoning Ordinance and General Plan for the City.

Conceptual Development Plan Findings

As discussed above, the PD zoning district allows flexibility of design in accordance with the goals, policies, and objectives of the General Plan. This zoning also allows for flexibility in meeting the strict interpretation of the Zoning Ordinance, provided the project is well designed, includes a favorable balance of open space to developed area, is sensitive to existing terrain, and is compatible with surrounding uses. In order to approve the proposed Conceptual Development Plan (CDP) Amendment for the PD, the following findings must be made:

1. *That the total development in each individual unit therein can exist as an independent unit capable of creating an environment of sustained desirability and stability or that adequate assurance will be provided that such objective will be attained; that the uses proposed will not be detrimental to the present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.*

The project site is fully developed with all necessary utilities, and is accessible from Island Parkway (a public street). The project site is well maintained and landscaped, and review of City files indicates that it has generally operated in harmony with surrounding uses since its initial construction. While the City's commercial districts conditionally permit automobile sales/service facilities, there are no large commercial properties available that have freeway visibility, an excess of parking, and streets with sufficient capacity to support the use.

The Initial Study/Mitigated Negative Declaration for the project and the conditions of project approval recommended by the various City departments demonstrate that the project is capable of sustainability. The site has been used as an automobile dealership sales/service facility since 1997-1998. Goods and services are in place to serve the site. Infrastructure is in place to serve the site. The automotive dealership building would be constructed as a "whole" as there are no separate individual buildings that are typically envisioned in larger planned developments or mixed use planned developments. The proposed development of the site would remain commercial-serving which is consistent with the previous use of the site and the planning and zoning designations for the site.

As such, the total development can exist as an independent unit capable of creating an environment of sustained desirability, and that the uses proposed will not be detrimental to the present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts. This finding can be made in the affirmative.

2. *That the streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.*

The subject property is located in close proximity to State Highway 101, Ralston Avenue and Island Parkway. A complete traffic study was conducted as part of an Environmental Impact Report Addendum in 1994, which concluded there would be no significant traffic impacts from the current use, and no traffic impacts have been reported since that time. The current environmental assessment and traffic study prepared for the project (March 2014) concluded that there will be no significant traffic impacts resulting from reconstruction of the existing Autobahn Motors Sales/Service facility at the site. This finding can be made in the affirmative.

3. *That any proposed commercial development can be justified economically at the locations proposed, to provide for adequate commercial facilities of the types proposed.*

This is the only large automobile sales/service facility within the City of Belmont. Automobile sales/service facilities generate significant revenues for the City, which far exceed the cost of city services for such a use. This finding can be made in the affirmative.

4. *That the economic impact created by the PD District can be absorbed by the City (police and fire service, water supply, sewage disposal, etc.).*

The PD District zoning (in this case the proposed CDP Amendment) would not significantly intensify the land use on the site. Reconstruction and redevelopment of the site would improve conditions with respect to police and fire as the site would be brought up to current Uniform Building and Fire Codes which also address safety. Lighting would be updated for the site, and water, sewer and garbage collection services are currently provided for the property.

The project has been reviewed by all appropriate departments to ensure that all service levels can be maintained to protect the public health, safety and welfare. This finding can be made in the affirmative.

5. *That the proposed off-street parking is in substantial conformance with the provisions of Section 8 of this Ordinance, that where an applicant's proposed off-street parking is less than that set forth by the standards of Section 8 of this Ordinance, circumstances are such that it would be a practical difficulty or create a physical hardship on the applicant for him to conform to the standards of Section 8.*

The proposed automobile sales/service facility includes parking spaces for approximately 404 vehicles – 229 spaces for the sales/service building uses and 175 spaces for the parking lot across the street. Under Belmont Zoning Ordinance (BZO) commercial regulations for this type of use (automobile sales/service facility), 249 spaces would have been required.

Thus, the proposed facility exceeds the required (commercial zoning) parking identified within the BZO and is appropriate for the subject Planned Development site. This finding can be made in the affirmative.

Environmental Clearance (CEQA)

The project is subject to environmental review under the provisions of the CEQA. An Initial Study/Mitigated Negative Declaration was prepared for the project (see Attachment G). The City noticed the availability of the IS/MND along with the *Notice of Intent to Adopt a Negative Declaration* in the Redwood City Tribune on March 19, 2014. The same noticing was also mailed to property owners within a 300 foot radius of the site.

A 30-day public review period commenced on March 17, 2014 and closed on April 16, 2014. Four comment letters were received by two agencies – Caltrans (two letters) and the San Mateo County Health Department (two letters). A response to comments letter as well as the original comment letters are included as Attachment H. The IS/MND has been processed in accordance with the CEQA Guidelines. Subject to the mitigation measures identified within the IS/MND, there would be no significant environmental impacts as a result of the proposed project.

Alternatives

1. Direct staff to prepare resolutions based on findings provided by the City Council to deny the entitlement applications.
2. Continue the matter and direct staff to prepare an alternative course of action.
3. Refer back to staff for additional information.

Attachments

- A. Resolution adopting Mitigated Negative Declaration
- B. Ordinance Adopting Conceptual Development Plan (CDP) Amendment of the subject site Planned Development (PD)
- C. Performance Standards – Conceptual Development Plan
- D. Additional Background
- E. Planning Commission Meeting Minutes and Resolutions – May 6, 2014
- F. Geotechnical Studies – Cornerstone Earth Group – September 2013; Cotton & Shires Associates Peer Review – October 2013 – these studies are included in the Initial Study/Mitigated Negative Declaration (IS/MND)
- G. March 2014 Initial Study/Mitigated Negative Declaration (IS/MND) – Council Only – This attachment is accessed via the **Major Projects** link on the City of Belmont Website – www.belmont.gov
- H. Mitigation Monitoring and Reporting Program (MMRP), IS/MND Comment Letters & Response to Comments Memo – April 30, 2014
- I. Project Plans and Renderings - This attachment is accessed via the **Major Projects** link on the City of Belmont Website – www.belmont.gov (Council Only)

Fiscal Impact

- ☒ No Impact/Not Applicable
- ☐ Funding Source Confirmed:

Source:

- ☐ Council
- ☐ Staff
- ☐ Citizen Initiated
- ☒ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☒ Other**

** Notice published in newspaper of general circulation, and mailed to property owners within 300 foot radius of project site.

RESOLUTION NO. 2014-

RESOLUTION OF THE CITY COUNCIL ADOPTING A MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL SIGNIFICANCE AND A MITIGATION MONITORING AND REPORTING PROGRAM FOR THE AUTOBAHN MOTORS DEALERSHIP RECONSTRUCTION PROJECT AT 700 ISLAND PARKWAY (APPL. NO. 2013-0047)

WHEREAS, an Initial Study and a Mitigated Negative Declaration of Environmental Significance and a Mitigation Monitoring and Reporting Program has been prepared for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway; and,

WHEREAS, an Initial Study was prepared for the project and based upon the findings of the Initial Study a draft Mitigated Negative Declaration was prepared; and,

WHEREAS, the draft Initial Study/Mitigated Negative Declaration was prepared and submitted to the State Clearing House, for a 30-day public review period commencing on March 17, 2014, and ending on April 16, 2014; and,

WHEREAS, the draft Initial Study/Mitigated Negative Declaration was prepared and posted at the County of San Mateo Recorder's office for a 30-day public review period commencing on March 18, 2014, and ending on April 17, 2014; and,

WHEREAS, the City noticed the availability of the Initial Study/Mitigated Negative Declaration along with the *Notice of Intent to Adopt a Mitigated Negative Declaration* in the Redwood City Tribune on March 19, 2014, and the same noticing was also mailed to property owners within a 300 foot radius of the site; and,

WHEREAS, a response to comments specific to the draft Initial Study/Mitigated Negative Declaration, has been prepared and is included as an attachment to the document; and,

WHEREAS, public hearings were duly noticed, and held on May 6, 2014, and May 27, 2014 and closed; and,

WHEREAS, no potential impacts associated with the environmental categories for Agriculture Resources, Hydrology/Water Quality, Land Use and Planning, Mineral Resources, Population and Housing, Public Services, Recreation, and Utilities and Service Systems were identified in the Initial Study; and,

WHEREAS, there are no potential impacts or less-than-significant impacts associated with the environmental categories for Aesthetics, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, and Transportation/Traffic that were identified in the Initial Study; and,

WHEREAS, the Initial Study identifies two environmental categories, Air Quality and Biological Resources, that could potentially be impacted by the proposed project, but that the Initial Study identifies mitigation measures that would reduce project related impacts to a less than significant level; and,

WHEREAS, the City Council did hear and use their independent judgment and considered all said reports, recommendations and testimony hereinabove set forth.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont resolves as follows:

SECTION 1. The City Council adopts the Mitigated Declaration and Mitigation Monitoring and Reporting Program prepared for this project and finds that it was completed in compliance with the requirements of the California Environmental Quality Act (CEQA), reflects the independent judgment of the city, and that approval of the project will have no significant negative impact on area resources, cumulative or otherwise.

SECTION 2. The Director of Community Development shall file a Notice of Determination with the County Clerk in accordance with CEQA Guidelines.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING THE CONCEPTUAL DEVELOPMENT PLAN (CDP) FOR THE ISLAND PARK PLANNED UNIT DEVELOPMENT RELATED TO THE AUTOBAHN MOTORS DEALERSHIP RECONSTRUCTION PROJECT AT 700 ISLAND PARKWAY (APPL. NO. 2013-0047)

WHEREAS, Ken Rodrigues & Partners, applicant, on behalf of the property owner, Sonic Automotive, Inc., requests a Conceptual Development Plan (CDP) Amendment to the Planned Development (PD) for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway; and,

WHEREAS, on May 6, 2014, the Planning Commission held a duly noticed public hearing to consider public testimony and a staff report for the requested entitlements, and recommended the City Council approve the entitlements; and,

WHEREAS, on May 27, 2014, the City Council held a duly noticed public hearing to consider the Planning Commission's recommendation, public testimony, and a staff report on the requested entitlements; and,

WHEREAS, the City Council hereby adopts the staff report dated May 27, 2014, and the facts contained therein as its own findings of fact; and,

WHEREAS, on May 27, 2014, in a separate action, the City Council adopted a Mitigated Negative Declaration for the project; and,

WHEREAS, the City Council did hear and use its independent judgment in considering all reports, recommendations and testimony associated with the project;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. CONCEPTUAL DEVELOPMENT PLAN AMENDED

(a) The application to amend the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development related to the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway is approved based on the findings set forth herein and subject the additional performance standards set forth in Attachment "C" (Performance Standards – Conceptual Develop Plan) to the May 27, 2014 staff report to the City Council, which are made Exhibit "2" to this Ordinance and attached hereto.

(b) After reviewing all the relevant evidence before the City Council, including the information provided in the staff reports and enclosures to the Planning Commission and City Council, the public hearings and testimony received, the City Council incorporates herein by reference and adopts the analysis and findings in the staff report to the City Council dated May 27, 2014 as its own findings of fact under Belmont Zoning Ordinance Sections 12.3.B and 16.7 related to the Conceptual Development Plan Amendment.

(c) Based on the evidence before the City Council, the City Council finds the proposed Conceptual Development Plan amendment is consistent with the General Plan, and is required to achieve the goals and objectives of the Zoning Ordinance and General Plan.

(d) Ordinance No. 878 and the Conceptual Development Plan (CDP) for the Island Park Planned Unit Development are amended to incorporate the Modification to Land Uses contained in Exhibit "1" attached hereto and the additional performance standards set forth in Exhibit "2" to this Ordinance.

SECTION 2. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 3. PUBLICATION AND POSTING

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c) of the, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on May 27, 2014 and adopted the ordinance at a regular meeting held on [insert date], 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

Exhibit "1"
Ordinance No. .

Modification To Land Uses

Island Park Planned Unit Development
Conceptual Development Plan (CDP) Amendment
Autobahn Motors Dealership Reconstruction Project
700 Island Parkway
(Appl. No.PA2013-0047)

This Exhibit "1" to Ordinance No. _____ amends the Conceptual Development Plan for the Island Park Planned Unit Development, originally adopted by Ordinance 703 and amended by Ordinances 810 and 878. Exhibit "A" of Ordinance No. 878 is hereby amended and replaced by the following:

The maximum square footage of office and commercial developments, room numbers of the hotel, and unit numbers of the residential development are as follows:

Land Use	KG Land	City
Commercial/Restaurant	10,000 sq. ft.	12,700 sq. ft. on Lot 15
Hotel/Commercial		330 hotel rooms or 40,000 sq. ft. general commercial retail, or an amount of specialized retail that does not generate more traffic than 40,000 sq. ft. of general commercial retail on Lot 14
Auto Dealership		57,000 sq. ft. on Lots 14 and 15
Office	686,400 sq. ft.	
Residential	12 units/acre	
Parks and Recreation	Sloughs, lagoon, green belt, continuous walk and bicycle path	City parks, sloughs, greenbelts, and continuous walk and bicycle path.

The exact location of the approved uses shall be determined at the detailed development plan stage on a parcel by parcel basis in consideration of such factors as floor area ratios, building heights and locations, landscaping, parking and compatibility with adjoining land uses.

Exhibit “2”
Ordinance No. _____

This Exhibit “2” to Ordinance No. _____ amends the Conceptual Development Plan for the Island Park Planned Unit Development, originally adopted by Ordinance No. 703 and amended by Ordinance Nos. 810 and 878. This Exhibit “2” is made Exhibit “D” to Ordinance No. 703.

Exhibit “D”
Ordinance No. 703

Additional Performance Standards

Island Park Planned Unit Development
Conceptual Development Plan (CDP) Amendment
Autobahn Motors Dealership Reconstruction Project
700 Island Parkway
(Appl. No. PA 2013-0047)

- I. COMPLY WITH THE FOLLOWING CONDITIONS OF THE COMMUNITY DEVELOPMENT DEPARTMENT:
 - A. The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions:

Planning Division

- 1. The Detailed Development Plan shall be consistent with the following design standards, which are derived from the plans on file in the subject file and date stamped April 30, 2014:
 - a) Minimum Lot Size. As indicated on project plans – 3.6 acres –dealership parcel, 2.2 acres – parking lot parcel.
 - b) Maximum Floor Area of Uses. 57,000 square feet
 - c) Floor Area Ratio. Entire PD – .226
 - d) Minimum Setbacks and Building Separations: Setbacks from the public right-of-way and separations between buildings shall be no less than shown on the plans date stamped April 30, 2014 in the subject file.
 - e) Maximum Building Height: 32 feet; provisions for height of signage to be determined as part of Detailed Development Plan.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 2 of 26

- f) Off-Street Parking: Minimum of 404 spaces
 - g) Open Space (Includes Landscape, Hardscape): No less than shown on the plans date stamped April 30, 2014 in the subject file.
 - h) Building Materials: The project shall include use of true materials, such as stucco, stone, wood, metal, and/or glass.
-
- 2. All construction and related activities which require a City building permit shall be allowed only during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday, and 10:00 a.m. to 5:00 p.m. on Saturdays. No construction activity or related activities shall be allowed outside of the aforementioned hours or on Sundays and the following holidays: New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas Day. All gasoline powered construction equipment shall be equipped with an operating muffler or baffling system as originally provided by the manufacturer, and no modification to these systems is permitted.
 - 3. Exterior building lighting shall not spill off the property or cause significant glare for adjacent properties. All external project lighting shall be downcast or upcast, shielded lighting designed to illuminate entry-ways only, with no direct visibility of the light source from the street.
 - 4. Prior to issuance of building permits for the project, the applicant shall submit a full set of plans (as submitted for Planning Commission review) for peer review by the City Geologist who shall make findings as to concurrence with the Cornerstone Earth Group, Inc. Geotechnical Investigation dated September 2013, and October 8, 2013 recommendations of the City Geologist (Cotton Shires & Associates) and as to additional conditions of project approval that may be imposed by the City Geologist to include, but not limited to, plan review by Geotechnical consultant during building permitting process and field inspection by Geotechnical consultant during construction as prescribed in the report.
 - 5. Prior to issuance of building permits, the property owner shall file with the Director of Community Development, on forms provided by the City, an acknowledgment that he/she has read, understands and agrees to these conditions of approval.
 - 6. In accordance with the Belmont Zoning Ordinance, the permit(s) granted by this approval shall expire one (1) year from the date of approval, with said approval date indicated on the accompanying Planning Commission resolution. Any request for extension of the expiration date shall be made in accordance with the applicable provisions of the Belmont Zoning Ordinance.
 - 7. In the event that this approval is challenged by a third party, the property owner and all assignees will be responsible for defending against this challenge, and agrees to accept

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 3 of 26

responsibility for defense at the request of the City. The property owner and all assignees agree to defend, indemnify and hold harmless the City of Belmont and all officials, staff, consultants and agents from any costs, claims or liabilities arising from the approval, including without limitation, any award of attorneys fees that might result from the third party challenge.

8. The applicant will facilitate service vehicle trips to occur during non-peak traffic hours to the most reasonable extent possible, for both temporary construction and future operations, using the circulation route in the Mitigated Negative Declaration as outlined.

Building Division

1. Plans submitted for building permits and all construction shall conform to the approved plans on file in the Planning Division for Appl. No. 2013-0047.
2. The applicant shall obtain all required permits.
3. The building shall include a fire sprinkler system and the plan will be a deferred submittal.
4. Retaining walls shall be designed by a civil engineer.
5. The City of Belmont City Code requires a soils and engineering geology report for all new or substantially altered foundations. Provide such a report and a letter from the geotechnical engineer confirming that the foundation plan has been reviewed and that it has been determined that the recommendations in the soils report are properly incorporated into the plans. BCC 7-12, 2013 CBC 106.1 & 1804.3.
6. The applicant shall provide a record of survey.
7. The building permit plans shall show the location of all transformers, fire standpipes, and back-flow preventers.
8. The applicant shall post hours of operation and phone numbers for noise complaints.
9. The applicant shall provide space for recycling containers.
10. The applicant shall provide list of construction and demolition recycling service providers.
11. Contractors and subcontractors shall make a good faith effort to contact construction and demolition recycling providers.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 4 of 26

12. The applicant shall notify all contractors and subcontractors of Belmont expectations of maximizing diversion of solid waste.
13. The applicant shall investigate opportunities for salvaging material for reuse.
14. The applicant shall state on the plans that the project will meet all of the requirements of Title 24 of the California Code of Regulations as amended by the City of Belmont.

II. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT FIRE DEPARTMENT:

1. An automatic fire extinguishing system is required. The building plans shall denote the locations of the following devices: Double Detector Check Valve; Post Indicator Valve; Fire Department Connection; Fire Sprinkler Riser located on the exterior of the building; and Fire Alarm Bell.
2. The building shall require a Knox key-lock box. The applicant shall contact the Fire Department at 650/637-2939 to determine the approved location and delineate the location of the lock box on the building permit plans.
3. A separate application and permit are required for the installation or alteration of any Automatic Fire Extinguishing System. An application shall be made by either a Registered Engineer or by the Licensed Fire Sprinkler Contractor who will be performing the work. This shall include any Fixed Fire Protection System. A valid Permit and Approved Plans shall be at the jobsite at all times.
4. Prior to application for a Fire Sprinkler Permit, the applicant shall submit plans to the Mid-Peninsula Water District for their review and approval (MPWD at 650-591-8941).
5. A separate application and permit are required for the installation of any underground fire service lines. The application shall be made by a Registered Engineer or by either a General Engineering Contractor or a Licensed Fire Sprinkler Contractor, who will be performing the work.
6. All Fire Inspections are performed on Wednesdays between 9AM-2PM, unless special arrangements are made with the Fire Inspector. The applicant shall call 650-637-2939 a minimum of 48 hours in advance to place an inspection request. The applicant will receive a confirmation call within 24 hours of the request.
7. In accordance with the Municipal/Regional Stormwater Permit, no fire sprinkler system drain shall discharge into any Storm Drain System. The system shall discharge to either a landscape area large enough to contain the outflow, or to the Sanitary Sewer by means of an indirect connection. The applicant shall show the location of the Fire Sprinkler System drain on plans submitted for a building permit.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 5 of 26

8. Every building, or structure, shall be provided with an address. Numerals shall be located where clearly visible from the street or roadway upon which it fronts. Commercial Structures shall have numerals a minimum of 6 inches in height and $\frac{3}{4}$ inch stroke. Numerals shall be of contrasting color to their background and illuminated at night. Numerals shall be white in color where located upon glazing.

III. COMPLY WITH THE FOLLOWING CONDITIONS OF THE BELMONT PARKS AND RECREATION DEPARTMENT:

1. The applicant shall install fencing or netting required to prevent baseballs or softballs from the Belmont Sports Complex from landing in the Autobahn Motors parking lot.
2. The applicant shall install a vehicle gate in the fence with the Belmont Sports Complex for access between the sites. The City requests the ability to occasionally use the gate to bring in equipment to the South Field. Use would be coordinated with Autobahn Motors management.

IV. COMPLY WITH THE FOLLOWING CONDITIONS OF THE POLICE DEPARTMENT:

1. All activities shall be subject to the requirements of the Belmont Noise Ordinance.
2. No debris boxes or building materials shall be stored on the street.
3. Flag persons shall be positioned at both ends of blocked traffic lanes.
4. 24-hour written notice to the Police Department is required before any lane closure.

V. COMPLY WITH THE FOLLOWING CONDITIONS FROM THE PUBLIC WORKS DEPARTMENT

- A. **The following conditions shall be shown on plans submitted for a building permit and/or site development permit or otherwise met prior to issuance of the first building permit (i.e., foundation permit) and shall be completed and/or installed prior to occupancy and remain in place at all times that the use occupies the premises except as otherwise specified in the conditions.**

Public Improvements

1. Street widening, improvements, and dedications shall be in accordance with City Standards and specifications as required by the Department of Public Works.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 6 of 26

2. Streets, sidewalks and curbs in need of repair within and bordering the project shall be repaired and/or removed and replaced in accordance with the Department of Public Works approved standards. Photographs or video of before condition are recommended.
3. New sidewalk, curb and gutter shall be installed in accordance with the Department of Public Works approved standards.
4. The unused driveway shall be removed and replaced with sidewalk, curb and gutter in accordance with Department of Public Works approved standards.
5. A commercial driveway approach shall be installed in accordance with Department of Public Works approved standards.

Grading and Drainage

1. The boundaries of a FEMA special hazard flood zone shall be shown on the grading and drainage plan.
2. Roof leaders and site drainage shall be directed to a vegetated area onsite or the City stormwater drainage system. A dissipator box or other energy reduction method shall be used.
3. The owner/applicant shall submit C3 & C6 stormwater pollution prevention checklist, impervious calculation checklist and BMP measures checklist prior to design review approval.

Utilities

1. The owner/applicant shall submit a sanitary sewage plan. Flows from the proposed development shall be estimated and their impact on the existing City collection system analyzed. Mitigation measures may be required to upgrade the City system.

NPDES Stormwater Controls (General)

2. Commercial/industrial facilities having vehicle/equipment cleaning needs and new residential complexes of 25 units or greater shall either provide a roofed, bermed area for washing activities or discourage vehicle/equipment washing by removing hose bibs (faucets) and installing signs prohibiting such uses. Vehicle/equipment washing areas shall be paved, designed to prevent run- on to or runoff from the area, and plumbed to drain to the sanitary sewer. A sign shall be posted indicating the location and allowed uses in the designated wash area. The applicant shall contact the local permitting authority and/or sanitary district with jurisdiction for specific connection and discharge requirements.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 7 of 26

3. An appropriately equipped facility that drains to the sanitary sewer must be provided for washing and/or steam cleaning activities. These conditions shall be required for automotive related businesses.

MRP Regulated Project:

1. Project shall comply with all requirements of the Municipal Regional Stormwater NPDES Permit Provision C.3. Please refer to the San Mateo Countywide Water Pollution Prevention Program's (SMCWPPP) C.3 Stormwater Technical Guidance Manual for assistance in implementing LID measures at the site.
[Optional: http://www.flowstobay.org/bs_new_development.php]
2. *[Redevelopment Projects that result in an alteration of 50% or more of the existing impervious surface]* Treatment controls shall be designed and sized to treat run-off from the entire redevelopment project (including all existing, new, and/or replaced impervious areas) using flow or volume based sizing criteria specified in Provision C.3.d of the Municipal Regional Stormwater Permit.
3. *[Redevelopment Projects that results in an alteration of less than 50% of the existing impervious surface]* Treatment controls shall be designed and sized to treat run-off from new and/or replaced impervious areas only.

Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

1. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped so that spills and washwater flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
2. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
3. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance.
4. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 8 of 26

5. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
6. Boiler drain lines, roof top equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
7. Land uses involving vehicle and equipment repair and maintenance shall provide a designated, indoor area for these activities.
8. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done offsite or onsite, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
 - ☐ Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - ☐ Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - ☐ Collect the rinse water in a tank and haul off-site for proper disposal.

Site Design Conditions [At least one site design measure must be implemented for C.3 Regulated Projects]:

1. Direct roof runoff into cisterns/rain barrels and use rainwater for irrigation or other non-potable use.
2. Direct roof runoff onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
3. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas. Stormwater treatment of the roof runoff is not required if the vegetated area is designed as a self-retaining area, as described in Section 4.3 of the C.3 Technical Guidance.
4. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers. Use of permeable surfaces may reduce the size of the required treatment measure by lowering the amount of runoff generated, however, run-off from permeable surfaces will not be exempt from having to receive treatment unless properly designed as "self-treating areas" or "self-retaining areas". Refer to sections 4.2 or 4.3 of the C.3 Tech Guidance, respectively.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 9 of 26

5. Minimize land disturbance and impervious surface (especially parking lots).
6. Maximize permeability by clustering development and preserving open space.
7. Use micro-detention, including distributed landscape-based detention.
8. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.

Treatment Control Conditions

[Refer to the project's completed C.3 and C.6 Development Review Checklist or Stormwater Requirements Checklist to identify the applicable type of treatment control. Conditions of Approval are presented for the following types of treatment controls: Infiltration Measures or Devices, Rainwater Harvesting, Biotreatment Measures, and Special Projects Proposing Non-LID Treatment Measures.]

Infiltration Measures (Bioinfiltration and Infiltration Basins) or

Infiltration Devices (Dry Wells and Infiltration Trenches) *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible to infiltrate 80% of the average annual runoff volume]:*

1. In-situ infiltration rate shall be determined or confirmed by means of percolation testing for all infiltration treatment measures and devices.
2. Infiltration devices shall not be used where confirmed seasonal high groundwater is less than 10 feet from the bottom of infiltration measure or device.
3. Infiltration treatment measures or devices shall be designed in accordance with the infiltration guidance in Appendix E of the C.3 Technical Guide.

Rainwater Harvesting *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible for the project to harvest and use 80% of the average annual runoff volume]:*

1. Applicant shall submit with the Stormwater Management Plan final harvested water demand calculations for the project. Sources of demand should only be included in the final calculations if they are reliably and consistently present during the wet season.
2. Applicant shall ensure that harvest and re-use systems (number and dimensions of cisterns/rain barrels) are sized to accommodate the treatment volume defined in Provision C.3.d of the MRP while meeting drawdown requirements and harvested water demand.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 10 of 26

Biotreatment Measures:

[Apply the following Conditions of Approval ONLY when the applicant has demonstrated that it is infeasible to infiltrate or harvest and use 80% of the average annual runoff volume.]

1. Biotreatment measures (including bioretention areas, flow-through planters and non-proprietary tree well filters) shall be sized to treat run-off from 100% of the applicable drainage area (all impervious areas and applicable landscaped areas) using flow or volume based sizing criteria as described in the Provision C.3.d of the MRP, or using the simplified sizing method (4% rule of thumb), described in the C.3 Technical Guidance and based on the flow-based sizing criteria in Provision C.3.d.i.(2)(c). *Alternative biotreatment measure that is not in the C.3 Technical Guidance concept shall be pre-approved by the Planning Department.]*

Special Projects Proposing High Flow-Rate Tree Well Filters and/or High Flow-Rate Media Filters

[High flow-rate tree well filters and high flow-rate media filters may be used ONLY for Special Projects that meet the criteria specified in Provision C.3.e.ii and ONLY for the percentage of stormwater runoff for which the project is allowed to use non-LID treatment as shown on the project's completed Special Projects Worksheet]:

2. Design of non-LID treatment measures shall be consistent with applicable technical guidance in Chapter 6 of the C.3 Technical Guidance.
3. Project documentation for Special Projects proposing to use high flow-rate tree well filters and/or media filters shall include the following information for municipal staff to prepare a narrative discussion of the feasibility or infeasibility of 100% LID treatment:
 - ☐ Completed C.3 and/or C.6 Development Review Checklist or Stormwater Requirements Checklist, including the section regarding feasibility of infiltration and rainwater harvesting and use.
 - ☐ A description of the site drainage, including the site slope, direction of flow, and how the site was divided into drainage management areas that will each drain to a separate stormwater treatment measure.
 - ☐ A description of any drainage management areas for which self-treating or self-retaining areas (such as pervious pavement, green roofs or landscaped areas) or LID treatment measures are provided.
 - ☐ An explanation of how the routing of drainage has been optimized to route as much drainage as possible to LID features and facilities (if any).
 - ☐ A description of constraints to providing on-site LID, including a description of portions of the site that are proposed to drain to tree-box type high flow rate biofilters and/or vault-based high flow rate media filters include some areas that are not covered by buildings. This description shall explain why pervious paving is not used for

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 11 of 26

impervious paved areas that are proposed to drain to a non-LID treatment measure, and it shall explain why LID measures cannot be constructed in any proposed landscaped areas within an area that is proposed to drain to a non-LID treatment measure.

- ☐ A description of constraints to providing off-site LID, including a statement regarding whether the project applicant owns or otherwise controls land within the same watershed of the project that can accommodate in perpetuity off-site bioretention facilities adequately sized to treat the runoff volume of the primary project.

Hydromodification Management (HM) Conditions:

[Apply the following Conditions of Approval only to projects that create or replace 1 acre or more of impervious area, increase the impervious surface area over pre-project conditions, and are located within the HM Control Area.

1. Post-construction stormwater discharge rates and durations shall not exceed pre-project rates and durations from 10% of the pre-project 2-year peak flow up to the pre-project 10-year peak flow.
2. The post-project flow duration curve shall not deviate above the pre-project flow duration curve by more than 10% over more than 10% of the length of the curve corresponding to the range of flows to control.

Operation & Maintenance (O&M) Conditions:

1. The Property Owner shall enter into a Maintenance Agreement with the municipality to ensure long-term maintenance and servicing by the Property Owner of stormwater site design and treatment control *[and/or HM]* measures according the approved Maintenance Plan(s). The Maintenance Agreement shall be recorded for the property.

Installation Conditions:

MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions *[Municipal staff shall consider requiring applicable source controls for non-regulated projects]:*

2. Trash storage areas (including recycling or food compactor areas or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be sloped to drain to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 12 of 26

3. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
4. Efficient irrigation systems shall be used throughout all landscaped areas in accordance with the Model Water Efficient Landscape Ordinance [or comparable local ordinance].
5. On-site storm drain inlets shall be clearly marked with the words "No Dumping! Flows to Bay," or equivalent using thermoplastic material or a plaque.
6. Fueling areas shall be separated from the rest of the site by a grade break that prevents run-on of stormwater, and covered by a canopy that extends a minimum of 10 feet in each direction from each pump.
7. Boiler drain lines, roof top equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
8. Provide a designated, indoor area for vehicle and equipment repair.
9. Projects with architectural copper should, if possible, purchase copper materials that have been pre-patinated at the factory. Whether patination is done offsite or onsite, applicant should consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. If patination is done on-site, implement one or more of the following:
 - ☐ Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - ☐ Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - ☐ Collect the rinse water in a tank and haul off-site for proper disposal.

Site Design Conditions *[Projects subject to Provision C.3.i must implement N-16; Municipal staff shall consider requiring applicable site design measures for non-regulated projects]:*

10. Direct roof runoff onto vegetated areas.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 13 of 26

11. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
 12. Minimize land disturbance and impervious surface (especially parking lots).
 13. Maximize permeability by clustering development and preserving open space.
 14. Use micro-detention, including distributed landscape-based detention.
 15. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
- B. The following conditions shall be met prior to the issuance of the first building permit (i.e., foundation permit) and/or site development permits except as otherwise specified in the conditions.**

Public Works Permits

1. The property owner/applicant shall apply for and obtain temporary encroachment permits from the Department of Public Works for work in the City public right-of-way, easements or property in which the City holds an interest, including driveway, sidewalk, sewer connections, sewer clean-outs, curb drains, storm drain connections, placement of a debris box.
2. The property owner/applicant shall apply for and obtain a permanent encroachment agreement from the Department of Public Works, with approval by the City Council, for a structure, retaining wall, awning, or other features constructed in the public right-of-way, easement or on property in which the City holds an interest.
3. Property owner/applicant shall apply for and obtain a grading permit from the Department of Public Works. The grading permit fee is based on the total amount of earth moved including cut and fill.

Other Agency Permits

1. All or a portion of the proposed improvements are located within a FEMA special flood hazard area. The applicant shall provide certification to the Public Works Department that the proposed Construction meets all the FEMA requirements for construction within a flood zone.
2. Construction activity resulting in a land disturbance of one acre or more, or less than one acre but part of a larger development shall obtain the Construction Activities Storm Water General Permit (General Permit) from the State Water Quality Control Board (<http://www.scrwb.ca.gov/stormwtr/construction.html> or (916) 341-5537). The State requires a completed Notice of Intent to comply (NOI) package and a Storm Water Pollution

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 14 of 26

Prevention Plan (SWPPP) prepared in accordance with Section A of the General Permit prior to the commencement of soil disturbing activities. The State will issue a Waste Discharge Identification (WDID) number within 10 business days after it receives a complete NOI package (original signed NOI, vicinity map, and check). Applicant shall also submit copies of the NOI and SWPPP to the City for review and approval. Throughout the project life, the SWPPP shall be revised as necessary to accommodate site changes during construction.

3. Verify location of utility meters, valves, back flow preventers, and hydrants with appropriate utility company. Show relationship of each to site improvements, such as retaining walls.

Public Improvements

Grading and Drainage

1. The owner/applicant shall submit a grading plan prepared by a California-registered Civil Engineer in accordance with City Grading Ordinance, Chapter 9, Section 3 of the City Code, with a grading permit application, for approval by the Department of Public Works and Building Division prior to any grading or clearing being performed on-site.
 - a) The applicant should note that if the proposed grading meets one or more of the criteria outlined in Section 9-23 of the City Code, a Planning Commission review will be required. Caution: If the total grading quantity changes after Planning Commission approval, a new grading approval may be required. The applicant may choose to complete the grading plan and calculations early in the planning process to limit delays in scheduling this review. (See Section 9-28 of City Code for review process). The plan shall incorporate the following restrictions:
 - b) All soils stockpiled on the site during construction shall be covered or otherwise protected from wind and water erosion.
 - c) During construction, erosion and sedimentation control plans shall be implemented in order to retain sediments on-site.
 - d) Site grading and finished construction shall be designed and executed in such a manner as to avoid diverting runoff onto other properties.
 - e) Restrictions and recommendation of the Geologic and Soils report as approved by the City Geologist.
2. The owner/applicant shall submit a dust control plan for approval by the Department of Public Works. To reduce dust levels, exposed earth surfaces shall be watered as necessary. The application of water shall be monitored to prevent runoff into the storm drain system. Spillage resulting from hauling operations along or across any public or private property shall be removed immediately. Dust nuisances originating from the contractor's operations, either inside or outside of the right-of-way shall be controlled – the measures shall include:

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 15 of 26

- a) Water all active construction sites at least twice daily.
 - b) Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard.
 - c) Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas, and staging areas at construction sites.
 - d) Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites.
 - e) Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets.
 - f) Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (previously graded areas inactive for ten days or more).
 - g) Enclose, cover, water twice daily, or apply non-toxic soil binders to exposed stockpiled materials.
 - h) Install sandbags or other erosion-control measures to prevent silt runoff to public roadways.
 - i) Replant vegetation in disturbed areas as quickly as possible.
 - j) Watering should be used to control dust generation during the break-up of pavement.
 - k) Cover all trucks hauling demolition debris from the site.
 - l) Use dust-proof chutes to load debris into trucks whenever feasible.
 - m) Water or cover stockpiles of debris, soil, sand or other materials that can be blown by the wind.
 - n) All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be in proper running order prior to operation.
 - o) Diesel powered equipment shall not be left inactive and idling for more than five minutes, and shall comply with applicable BAAQMD rules.
 - p) Use alternative fueled construction equipment, if possible.
 - q) All vehicle speeds on unpaved roads shall be limited to 15 mph.
 - r) Post a visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 24 hours. The Air District phone number shall also be visible to ensure compliance with applicable regulations.
3. The proposed development may add or replace the impervious surface area of the property. The applicant shall provide calculations showing the total impervious area of the completed project with the building permit application. Calculations shall be submitted to the Department of Public Works for review and approval.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 16 of 26

4. Storm drainage calculations shall be required for all storm drains and overland flows. Drainage shed maps shall be submitted showing all upstream acreage and run-off coefficients for each tributary area. Overland flow paths and site release points shall be clearly identified. Calculations shall be submitted to the Department of Public Works for review and approval.

Utilities

1. Applicant must possess a valid sewer lateral certificate issued under City Ordinance Section 21-213 before receiving a final building permit for:
 - (a) Improvements valued by the building official at \$200,000 or more, or
 - (b) Work associated with a change in water service (e.g. change in meter size or adding a second meter).
2. Applicant shall install the sanitary sewer connection in accordance with Department of Public Works approved standards and pay the applicable sewer connection fee.
3. Sanitary sewer to include a back flow prevention device.
4. If PG&E is requiring the developer to put in the gas and/or electrical connection, then the developer must submit plans for the encroachment to the Department to Public Works.

NPDES Stormwater Controls (General)

1. The applicant shall submit an erosion and sedimentation control plan describing Best Management Practices (BMPs) to be used to prevent soil, dirt, and debris from entering the storm drain system. The plan shall include the following items:
 - a) A site plan showing the property lines, existing and proposed topography, and slopes; areas to be disturbed, locations of cut/fill and soil storage/disposal area; areas with existing vegetation to be protected; existing and proposed drainage patterns and structures; watercourses or sensitive areas on-site or immediately downstream of project; and designated construction access routes, staging areas and washout areas.
 - b) Erosion and sediment controls to be used during construction, selected as appropriate from the California Regional Water Quality Control Board, San Francisco Bay Region Erosion and P.O. Box 791, Oakland, CA 94604-0791.
 - c) Methods and procedures to stabilize denuded areas and install and maintain temporary erosion and sediment control continuously until permanent erosion controls have been established.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 17 of 26

- d) Provision for preventing erosion and trapping sediment on-site, such as sediment basins or traps, earthen dikes or berms, fiber rolls, silt fence, check dams, storm drain inlet protection, soil blankets or mats, covers for soil stock piles and/or other measures.
 - e) Provisions for installing vegetative cover in disturbed areas, including areas to be seeded, planted, and/or mulched, and types of vegetation proposed.
 - f) Provision for diverting on-site runoff around exposed areas and diverting off-site runoff around the project site (e.g., swales and dikes).
 - g) Notes, specifications, and/or attachments describing the construction, operation and maintenance of erosion and sediment control measures, including inspection frequency; methods and schedule for grading, excavation, filling clearing of vegetation and storage and disposal of excavated or cleared material; types of vegetative cover and mulch, including methods and schedules for planting and fertilization; and provisions for temporary and permanent irrigation.
2. All plans shall conform to the requirements of the City NPDES stormwater discharge permit and the San Mateo Stormwater Pollution Prevention Plan (STOPPP). The project plans shall include permanent storm water quality protection measures. The project plans shall identify Best Management Practices (BMPs) appropriate to the uses to be conducted on-site to effectively prohibit the discharge of pollutants with storm water run-off. A Maintenance and Operation Agreement shall be prepared by applicant incorporating the conditions of this section.
 3. The developer shall provide to the first residents/occupants/tenants practical information materials (as furnished by the City) on good housekeeping for hazardous products, proper use and disposal of hazardous products, and prohibited discharge practices.
 4. All landscaping shall be maintained and shall be designed with efficient irrigation systems to reduce runoff, promote surface filtration, and minimize the use of fertilizers, herbicides and pesticides.
 5. The property owner/association shall implement a trash management and litter control program including emptying trash receptacles in common areas, noting trash disposal violations by homeowners or business, and notifying violators.
 6. Streets and parking lots must be swept immediately prior to and once during the storm season.
 7. Records of street cleaning shall be reported to the Department of Public Works on an annual basis on or before June 30 of each year.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 18 of 26

8. Outdoor storage areas for oils, fuels, solvents, coolant, and other chemicals shall be designed to provide secondary containment such as berms and roof covers. Process equipment sited outdoors shall be placed on an impermeable surface and covered. Property owners/associations shall implement a regular program of sweeping and litter control at these sites.
9. Loading docks shall be covered, surrounded by berms or curbs or otherwise constructed to prevent drainage onto or from the area. Water used for washing and accumulated waste shall be diverted to the sanitary sewer.
10. For stream erosion control, the stormwater discharge must pass through an erosion control structure such as an energy dissipater or other form of outlet protection prior to entering the stream. Bioengineered controls shall be used for stream bank protection as feasible.
11. No wastewater (including equipment cleaning wash water, vehicle wash water, cooling water, air conditioner condensate, and floor cleaning washwater) shall be discharged to the storm drain system, the street or gutter.

MRP Regulated Project:

1. Applicant shall prepare a Stormwater Management Plan (SWMP) that includes, at a minimum, exhibit(s) showing drainage areas and location of Low Impact Development (LID) treatment measures; project watershed; total project site area and total area of land disturbed; total new and/or replaced impervious area; treatment measures and hydraulic sizing calculations; a listing of source control and site design measures to be implemented at the site; hydromodification management measures and calculations, if applicable; NRCS soil type; saturated hydraulic conductivity rate(s) at relevant locations or hydrologic soil type (A, B, C or D) and source of information; elevation of high seasonal groundwater table; a brief summary of how the project is complying with Provision C.3 of the MRP; and detailed Maintenance Plans for each site design, source control and treatment measure requiring maintenance.

Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

2. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
3. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 19 of 26

Site Design Conditions [At least one site design measure must be implemented for C.3 Regulated Projects]:

1. Self-treating areas must be designed to store and infiltrate the rainfall that lands on the self-treating area. Refer to Section 4.2 of the C.3 Technical Guidance.
2. Self-retaining areas must be designed to store and infiltrate the rainfall run-off volume described in the MRP Provision C.3.d (80% capture volume), for rainfall that lands on the self-retaining area and the impervious surface that drains to the self-retaining area. Refer to Section 4.3 of the C.3 Technical Guidance.
3. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance).

Treatment Control Conditions

[Refer to the project's completed C.3 and C.6 Development Review Checklist or Stormwater Requirements Checklist to identify the applicable type of treatment control. Conditions of Approval are presented for the following types of treatment controls: Infiltration Measures or Devices, Rainwater Harvesting, Biotreatment Measures, and Special Projects Proposing Non-LID Treatment Measures.]

1. No treatment measures (other than properly sealed and screened cisterns or rain barrels) shall have standing water more than 5 days, for vector control.

Infiltration Measures (Bioinfiltration and Infiltration Basins) or

Infiltration Devices (Dry Wells and Infiltration Trenches) *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible to infiltrate 80% of the average annual runoff volume]:*

2. All infiltration devices shall be located and designed to ensure no damage will occur to surrounding improvements from underground water.
3. Soil media within the bioinfiltration measure shall consist of 18 inches of biotreatment soil consistent with the Attachment L of the MRP.
4. Other parameters of final design shall be consistent with the design guidelines presented in the latest version of the C.3 Technical Guidance.

Rainwater Harvesting *[Apply the following Conditions of Approval if applicant demonstrated during the Planning Phase that it is feasible for the project to harvest and use 80% of the average annual runoff volume]:*

1. Cistern or rain barrel(s) shall be sealed and/or have appropriate screens to prevent entry by mosquitoes.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 20 of 26

2. Other parameters of final design shall be consistent with the design guidelines presented in the latest version of the C.3 Technical Guidance.

Biotreatment Measures:

[Apply the following Conditions of Approval ONLY when the applicant has demonstrated that it is infeasible to infiltrate or harvest and use 80% of the average annual runoff volume.]

1. Plant species used within the biotreatment measure area shall be consistent with Appendix A of the C.3 Technical Guidance.
2. Biotreatment soil mix for biotreatment measures shall have a minimum percolation rate of 5 inches per hour and a maximum percolation rate of 10 inches per hour, and shall be in conformance with Attachment L of the MRP, which is included in Appendix K of the C.3 Technical Guidance.
3. Design of biotreatment measures shall be consistent with technical guidance for the applicable type of biotreatment measure provided in Chapter 6 of the C.3 Technical Guidance.

Special Projects Proposing High Flow-Rate Tree Well Filters and/or High Flow-Rate Media Filters

[High flow-rate tree well filters and high flow-rate media filters may be used ONLY for Special Projects that meet the criteria specified in Provision C.3.e.ii and ONLY for the percentage of stormwater runoff for which the project is allowed to use non-LID treatment as shown on the project's completed Special Projects Worksheet]:

1. High flow-rate tree well filter products and/or high flow-rate media filter products shall be certified by the Technical Assessment Protocol Ecology (TAPE) of the Washington State Department of Ecology as meeting the TAPE protocol General Use Level Designation for Basic Treatment. For TAPE program information and use level designation statements see: <http://www.ecy.wa.gov/programs/wq/stormwater/newtech/basic.html>
2. Hydraulic sizing of high flow-rate tree well filters and/or high flow-rate media filters shall meet the hydraulic sizing criteria identified in Provision C.3.d and shall also be sized in accordance with the flow rate that was certified by the Washington State Department of Ecology Technical Assessment Protocol Ecology (TAPE) protocol General Use Level Designation for Basic Treatment.
3. Applicant shall clearly demonstrate, using Manufacturer's cut sheet or equivalent informational material and calculations, that non-LID treatment measures used are adequate for the area requiring treatment.

Hydromodification Management (HM) Conditions:

[Apply the following Conditions of Approval only to projects that create or replace 1 acre or more of impervious area, increase the impervious surface area over pre-project conditions, and are located within the HM Control Area.]

1. Flow control structures may be designed to continuously discharge stormwater at the very low flow rate Q_{cp} , where $Q_{cp} \leq 10\%$ of the pre-project 2-year flow.
2. Hydromodification (HM) Controls shall be designed using the Bay Area Hydrology Model (BAHM), unless the applicant uses an alternative continuous simulation hydrologic computer model as described in Attachment E of the MRP. Site-specific data shall be used with BAHM ([www. Bayareahydrologymodel.org](http://www.Bayareahydrologymodel.org)) or alternate continuous simulation hydrologic computer model.

Operation & Maintenance (O&M) Conditions:

1. A Maintenance Plan for every stormwater treatment control *[and/or HM]* measure or applicable site design measure, inclusive of maintenance and inspection checklists and Maintenance Inspection Report Forms, shall be submitted to the City for review and approval prior to issuance of a grading permit. A copy of the final, approved Maintenance Plan(s) shall be made a part of the Maintenance Agreement recorded for the property. A copy of the final, approved Maintenance Plan(s) shall also be on file at the municipality's Public Services Department.

MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions *[Municipal staff shall consider requiring applicable source controls for non-regulated projects]:*

2. Project shall incorporate landscaping that minimizes irrigation and runoff, promotes surface infiltration, minimizes the use of pesticides and fertilizers, and incorporates other appropriate sustainable landscaping practices such as Bay-Friendly Landscaping.
3. Roof drains shall drain away from the building and be directed to landscaping or a stormwater treatment measure.

C. The following conditions shall be met prior to occupancy except as otherwise specified in the conditions.

Public Works Permits

1. The property owner/applicant shall apply for and obtain an administrative permanent encroachment agreement from the Department of Public Works, for placement of non-standard materials (i.e., brick pavers) within the public right-of-way.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 22 of 26

2. After the City permits are approved but before beginning construction, the owner/applicant shall hold a preconstruction conference with Building and Public Works Department staff and other interested parties. The developer shall arrange for the attendance of the construction manager, contractor, and all subcontractors who are responsible for grading and erosion and sedimentation protection controls.
3. Failure to comply with any permit condition may result in a “Stop Work” order or other penalty.

Other Agency Permits

1. A portion of the proposed work is within the State of California right-of-way. The applicant should contact the California Department of Transportation (Caltrans) to obtain an encroachment permit for this portion of the work.
2. The project includes construction or installation of stationary equipment that may cause air pollution. The applicant should contact the Bay Area Air Quality Management District (415-771-6000) to determine if an air quality permit is required.

Public Improvements

1. "As-built" drawings for any public improvement including streets, sewers, etc. shall be submitted to the City in AutoCAD on CD ROM.

Grading and Drainage

2. Grading shall be performed in accordance with the City Grading Ordinance, Chapter 9 of the City Code. Soil or other construction materials shall not be stockpiled in the public right-of-way unless an encroachment permit is obtained from the Department of Public Works. Grading shall neither be initiated nor continued between November 15 and April 15. Grading shall be done between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday unless otherwise specifically authorized by the Director of Public Works. The Stormwater Pollution Prevention Program Best Management Practices (BMPs) for construction shall be implemented to protect water quality.
3. The owner/applicant shall ensure that applicable Best Management Practices (BMPs) from the San Mateo Stormwater Pollution Prevention Program (STOPPP) are followed to prevent discharge of soil or any construction material into the gutter, stormdrain system or creek.

NPDES Stormwater Controls (General)

1. The owner/applicant shall ensure that all construction personnel follow standard BMPs for stormwater quality protection during construction of project. These include, but are not limited to, the following:

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 23 of 26

- a) Store, handle and dispose of construction materials and wastes properly, so as to prevent their contact with stormwater.
 - b) Control and prevent the discharge of all potential pollutants, including solid wastes, paints, concrete, petroleum products, chemicals, washwater or sediment, and non-stormwater discharges to storm drains and watercourses.
 - c) Use sediment controls, filtration, or settling to remove sediment from dewatering effluent.
 - d) Do not clean, fuel, or maintain vehicles on-site, except in a designated area in which runoff is contained and treated.
 - e) Delineate clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses with field markers or fencing.
 - f) Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching or other measures as appropriate.
 - g) Perform clearing and earth moving activities only during dry weather (April 15 through November 14).
 - h) Limit and time applications of pesticides and fertilizers to prevent polluted runoff.
 - i) Limit construction access routes and stabilize designated access points.
 - j) Do not track dirt or other materials off-site; clean off-site paved areas and sidewalks using dry sweeping methods.
2. If construction is not complete by the start of the wet season (November 15 through April 15), prior to November 15 the developer shall implement a winterization program to minimize the potential for erosion and sedimentation. As appropriate to the site and status of construction, disturbed soils through temporary or permanent seeding, mulching, matting, tarping or other winterization requirements shall include inspecting/maintaining/cleaning all soil erosion and sedimentation controls prior to, during, and immediately after each storm event; stabilizing physical means; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels, and other chemicals. Plans to include proposed measures to prevent erosion and polluted runoff from all site conditions. As site conditions warrant, the Department of Public Works may direct the developer to implement additional winterization requirements.

MRP Regulated Project:

3. *[For projects discharging directly to CWA section 303(d)-listed waterbodies only]* Applicant shall ensure that post-construction levels of pollutants identified in the Clean Water Act (CWA) section 303(d) list for the receiving water body do not exceed pre-development levels.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 24 of 26

Source Control Conditions [Staff must require all applicable source controls for C.3 Regulated Projects]:

4. Fire sprinkler test water shall discharge to onsite vegetated areas, or, alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
5. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

Operation & Maintenance (O&M) Conditions:

1. Property Owner shall be responsible for conducting all servicing and maintenance as described and required by the treatment measure(s) [and HM measure] Maintenance Plan(s). Maintenance of all site design and treatment control [and/or HM] measures shall be the owner's responsibility.
2. Approved Maintenance Plans shall be kept on-site and made readily available to maintenance crews. Maintenance plans shall be strictly adhered to.
3. By April 1 each year, Maintenance Inspection and Servicing Reports for the stormwater treatment systems [and HM] shall be submitted to the municipality for the previous calendar year (January 1 through December 31).
4. Site access shall be granted to representatives of the City, the San Mateo County Mosquito and Vector Control District, and the Water Board, at any time, for the sole purpose of performing operation and maintenance inspections of the installed stormwater treatment systems [and HM controls]. A statement to that effect shall be made a part of the Maintenance Agreement and/or CC&Rs recorded for the property.
5. Property Owner shall be required to pay for all municipal inspections of installed stormwater treatment systems as required by the Regional Water Quality Control Board or the municipality.

Installation Conditions:

1. Applicant shall coordinate installation of stormwater treatment measures with the municipality and shall arrange to have a municipal Special Inspector or designated third party inspector present at the time of installation. Applicant shall be responsible for all fees associated with special stormwater inspections during construction.

MRP Non-Regulated Projects (including individual single-family home projects)

Source Control Conditions *[Municipal staff shall consider requiring applicable source controls for non-regulated projects]:*

2. Fire sprinkler test water shall discharge to onsite vegetated areas, or, alternatively shall be discharged to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
3. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.

Site Design Conditions *[Projects subject to Provision C.3.i must implement N-16; Municipal staff shall consider requiring applicable site design measures for non-regulated projects]:*

1. Construct sidewalks, walkways, patios, bike lanes, driveways, and/or uncovered parking lots with permeable surfaces. These include porous pavement (asphalt and concrete), turf block, and permeable joint pavers.
2. Plant or preserve interceptor trees (see Section 4.1, C.3 Technical Guidance).

STANDARD CONDITIONS - In addition to any conditions that may be imposed on an individual project application, all projects shall be subject to the following standard conditions.

- (a) Site Planning
 - (1) Development shall be geologically stable. Geologic stability shall be created by measures including, but not limited to, repair and recompaction of existing unstable areas.
 - (2) Development on sloping areas in excess of 30% shall be terraced or otherwise designed to avoid flat pad grading.
 - (3) New construction shall be located outside of the dripline of existing, preserved trees to the greatest extent practicable.
- (b) Site Preparation
 - (1) Grubbing and other site preparation methods shall be limited to the smallest area feasible for the proposed use and development.
 - (2) Where no new development or landscaping is proposed, brush clearance shall be limited to the minimum amount needed for fire safety purposes. Complete brush removal shall not be allowed.
 - (3) Grading shall be conducted in accordance with all City regulations, with the terms and conditions of the approved geo-technical and geological reports and shall not create any hazardous conditions or damage to surrounding properties.

ADDITIONAL PERFORMANCE STANDARDS

Island Parkway Planned Unit Development Conceptual Development Plan (CDP) Amendment

Autobahn Motors Dealership Reconstruction Project – 700 Island Parkway – PA 2013-0047

May 27, 2014

Page 26 of 26

(c) Landscape Design

- (1) Replacement trees shall be provided in accordance with the provisions of Section 25 (Trees) of the Belmont City Code.
- (2) Two-year performance deposits shall be required when five or more replacement trees are required.

Additional Conditions

1. Filter media for catch basins is no longer accepted by the State as an effective means to clean water. Bio-swales are only acceptable if other means of C3 measures are not feasible, e.g. harvesting, bio-evaporation etc. Submit C3 and C6 worksheet attached and revise design accordingly. Treatment design shall take into consideration that the landfill cap does not allow filtration of water from the surface. Soils engineer shall analysis how infiltration of water will affect settlement and stability of the site.
2. Install new ADA compliance driveway approaches on Island Parkway.
3. Install new ADA ramp at Island Parkway at the curb return into the sports field parking lot.
4. Submit hydraulic calculations for storm and sewer systems in the vicinity of property to ensure no impact to the surrounding City's systems.
5. Show utility information on civil engineering drawings.
6. Please refer to Chapter 7 Article IX of the Belmont City Ordinance for floodplain management requirements.
7. Show all easements as shown in the title report on the civil engineering drawing. Provide a copy of the ALTA/ACSM survey prepared by Underwood & Rosenblum, inc. job no. J10103 and Plat of Lands of the City of Belmont dated September 25, 2003, Job No. 687-15 as shown in item 27 of the title report. No structures shall encroach onto any easement.

Certification of Approved Final Conditions:

Carlos de Melo, Community Development Director

Date

ATTACHMENT D

ADDITIONAL BACKGROUND/PRIOR ACTIONS

September 1982 – City Council certifies a Final Environmental Impact Report (FEIR) and approves the Island Park Project, Rezoning the approximately 68-acre area from A (Agriculture) to PD (Planned Development), which allows the construction of a mixed-use/commercial/park/residential complex, including a 350-room hotel with convention facilities on Lot 14.

January-April 1994 – An Addendum to an FEIR is certified and a Conceptual Development Plan (CDP) Amendment reviewed and approved for the site by the Planning Commission & City Council. The CDP Amendment approvals allow for commercial development rather than a hotel for Lot 14 (site of current building) and Lot 15 (associated parking lot across the street from existing building). Total floor area permitted as part of the approvals is 52,700 square feet.

April 1995 - the Planning Commission approves a Conditional Use Permit, Design Review Permit, Detailed Development Plan (DDP), and Grading Plan to allow the construction of the facility.

August 1995 – San Francisco Bay Conservation and Development Commission (BCDC) approve Permit M94-38 (*Belmont Lot 15 and Bike Trail*) for the construction of the parking lot improvements (paving, fencing, drainage, lighting, landscaping) and the design of the bike trail. Approved landscaping includes use of native plantings consistent with BCDC landscaping guidelines. Approved fencing includes the use of chain link with green vinyl slats. BCDC accepts the City of Belmont's (lead agency) determination that the project is categorically exempt from the requirements of the California Environmental Quality Act (CEQA).

1997/1998 – Autobahn Motors Sales/Service facility is constructed on Lot 14, and the parking area (paving, fencing, drainage, lighting, landscaping) is constructed on Lot 15 and remnant piece of property (portion of previously abandoned public right-of-way).

May 2000 – The Planning Commission approves a Conditional Use Permit amending the site Detailed Development Plan (DDP) to construct a 391 sq. ft. office addition for the facility.

February 2002 – The Planning Commission approves a Conditional Use Permit to allow two additional building mounted signs at the facility.

October 2005 - Remnant piece of property (portion of the previous public right-of-way) is vacated pursuant to Government Code 65402, but remains in fee title to the City of Belmont.

May 2006 - The Planning Commission approves a Conditional Use Permit to construct a 960 sq. ft. office addition for the facility.

March 2009 – The Planning Commission adopts two Resolutions; the first recommending the Council adopt an environmental assessment, and the second recommending the Council adopt an Ordinance approving the Rezone (of the vacant Remnant Property) and associated Conceptual Development Plan (CDP) Amendment for the PD District.

April 2009 – The City Council adopts a Negative Declaration of environmental significance and approves an Ordinance rezoning the Remnant Property to a Planned Development District (PD) via amendment of a Conceptual Development Plan (CDP). The ordinance becomes effective 30 days following a second reading by the Council.

December 2009 – The Planning Commission approves a Conditional Use Permit to establish a Detailed Development Plan (DDP) in association with the Remnant Property.

January 2011 – the City completes the sale of the remnant property to Sonic Automotive, Inc.

CITY OF BELMONT
PLANNING COMMISSION
SUMMARY MINUTES

TUESDAY, MAY 6, 2014 - 7:00 PM

Chair Hold called the meeting to order at 7:00 p.m. at One Twin Pines Lane, City Hall Council Chambers.

1. ROLL CALL

Commissioners Present: Hold, Mercer, Hurt, MacDonald, Kim, Goldfarb
Commissioners Absent: Herbach

Staff Present: Community Development Director de Melo, City Attorney Rennie,
Associate Planner Gill, Recording Secretary Turning

2. AGENDA AMENDMENTS - None

3. COMMUNITY FORUM (Public Comments) - None

4. CONSENT CALENDAR

4A. Draft minutes of April 29, 2014

MOTION: By Commissioner MacDonald seconded by Commissioner Hurt to approve the minutes as presented.

Ayes: MacDonald, Hurt, Mercer, Hold

Abstain: Kim, Goldfarb

Absent: Herbach

Motion passed: 4/2/1

5A. PUBLIC HEARING - 2111 Coronet Boulevard (Continued from July 1, 2013 Commission Meeting) To consider a Single Family Design Review to construct a new 3,233 square foot single-family residence for the site (3,256 sq. ft. maximum building size permitted).

Application No: PA2013-0005; APN: 044-014-160

ZONING: R-1B Single Family Residential

CEQA Status: Categorically Exempt, Section 15303, Class 3(a)

APPLICANT/OWNER: Igor Pyanin

PROJECT PLANNER: Rob Gill, (650) 598-4204

Associate Planner Gill summarized the project. Planner Gill, Owner Pyanin and the Project Architect answered questions of the Commission.

Three requests to speak on this project were received from Michelle Bosch, Matt Murphy and Jonathan Sorber.

MOTION: by Commissioner MacDonald seconded by Commissioner Hurt to close the Public Hearing.

Motion passed 6/0 by show of hands.

Chair Hold inquired if anyone on the commission had any ex-parte communications with anyone on this project. Commissioner Mercer noted she received e-mail messages from the architect last year however no discussion took place regarding the project. Chair Hold noted she had responded via e-mail with a neighbor who had similar concerns relating to the size of the project.

Discussion ensued.

MOTION: By Commissioner Hurt seconded by Commissioner Goldfarb to move the Resolution of the Planning Commission of the City of Belmont Approving a Single Family Design Review at 2111 Coronet Boulevard (APP. No. 2013-0005)

**Ayes: Hurt, Goldfarb, MacDonald, Mercer, Hold, Kim
Noes: None
Absent: Herbach**

Motion passed: 6/0/1

Chair Hold noted this item can be appealed within 10 calendar days.

Meeting break was requested at 8:30 pm. Meeting resumed at 8:35 pm.

5B. PUBLIC HEARING – 700 Island Parkway

To consider a Conceptual Development Plan Amendment to allow for reconstruction of the existing Autobahn Motors vehicle sales and service facility at the site to modernize the facility, modify the relative space for sales and service functions, and increase total square footage by 5,359 square feet.

Application No: PA2013-0047; APN's: 040-360-480 & 530

ZONING: Planned Development (PD)

CEQA Status: Mitigated Negative Declaration

APPLICANT: Kenneth Rodrigues & Partners

OWNER: Sonic Automotive, Inc.

PROJECT PLANNER: Carlos de Melo, (650) 595-7440

Community Development Director de Melo summarized the Staff Report answering questions of the Commission.

Applicant Rodrigues & Partners along with Geotechnical, Environmental, and Traffic Consultants were available and responded to questions from the Commission.

Chair Hold confirmed no one on the commission had any ex-parte communications with anyone on this project.

No requests to speak on this matter were received from the public.

Motion by Commissioner MacDonald seconded by Commissioner Mercer to close the Public Hearing.

Motion passed by show of hands: 6/0

Discussion ensued.

MOTION: By Commissioner Goldfarb seconded by Commissioner Kim to move the Resolution of the Planning Commission of the City of Belmont Recommending City Council Adoption of a Mitigated Negative Declaration of Environmental Significance and a Mitigation Monitoring and Reporting Program for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway (Appl No. 2013-0047)

Ayes: Goldfarb, Kim, Mercer, MacDonald, Hurt, Hold

Noes: None

Absent: Herbach

Motion passed: 6/0/1

MOTION: By Commissioner Kim seconded by Commissioner Mercer to move the Resolution of the Planning Commission of the City of Belmont Recommending City Council Adoption of a Rezone for a Conceptual Development Plan (CDP) Amendment for the Planned Development (PD) for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway (Appl. No. 2013-0047) with attached conditions *and the added Performance Standard that the applicant will facilitate service vehicle trips to occur during non-peak traffic hours to the most reasonable extent possible, for both temporary construction and future operations, using the circulation route in the Mitigated Negative Declaration as outlined.*

Ayes: Kim, Mercer, MacDonald, Hurt, Hold, Goldfarb

Noes: None

Absent: Herbach

Motion passed: 6/0/1

6. REPORTS, STUDIES AND UPDATES:

6A. Caltrain Modernization Program/High Speed Rail – **No report**

6B. Ralston/US 101 Landscape Project – **No report**

7. City Council Meeting of Tuesday, May, 13, 2014 – 7:00 PM

Liaison: Commissioner Mercer

Alternate Liaison: Commissioner MacDonald

Commissioner Mercer is unable to attend; Commissioner MacDonald will attend the May 13, 2014 meeting.

8. ADJOURNMENT: 10:16 pm.

Adjournment To: Tuesday, May 20, 2014 - 7:00 PM for a Planning Commission Meeting at Belmont City Hall.

Information on the applications to be considered at this meeting may be obtained from the City of Belmont Planning Division, One Twin Pines Lane, Suite # 110, CA, 94002, 650/595-7417. This meeting will be televised and webstreamed. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact: 650-637-2999. Notification in advance of the meeting will enable the city to make reasonable arrangements to ensure accessibility to this meeting.

RESOLUTION NO. 2014-0021

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT
RECOMMENDING CITY COUNCIL ADOPTION OF A MITIGATED NEGATIVE
DECLARATION OF ENVIRONMENTAL SIGNIFICANCE AND A MITIGATION
MONITORING AND REPORTING PROGRAM FOR THE AUTOBAHN MOTORS
DEALERSHIP RECONSTRUCTION PROJECT AT 700 ISLAND PARKWAY
(APPL. NO. 2013-0047)

WHEREAS, an Initial Study and a Mitigated Negative Declaration of Environmental Significance and a Mitigation Monitoring and Reporting Program has been prepared for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway; and,

WHEREAS, an Initial Study was prepared for the project and based upon the findings of the Initial Study a draft Mitigated Negative Declaration was prepared; and,

WHEREAS, the draft Initial Study/Mitigated Negative Declaration was prepared and submitted to the State Clearing House, for a 30-day public review period commencing on March 17, 2014, and ending on April 16, 2014; and,

WHEREAS, the draft Initial Study/Mitigated Negative Declaration was prepared and posted at the County of San Mateo Recorder's office for a 30-day public review period commencing on March 18, 2014, and ending on April 17, 2014; and,

WHEREAS, the City noticed the availability of the Initial Study/Mitigated Negative Declaration along with the *Notice of Intent to Adopt a Mitigated Negative Declaration* in the Redwood City Tribune on March 19, 2014, and the same noticing was also mailed to property owners within a 300 foot radius of the site; and,

WHEREAS, a response to comments specific to the draft Initial Study/Mitigated Negative Declaration, has been prepared and is included as an attachment to the document; and,

WHEREAS, a public hearing was duly noticed, and held on May 6, 2014 and closed; and,

WHEREAS, no potential impacts associated with the environmental categories for Agriculture Resources, Hydrology/Water Quality, Land Use and Planning, Mineral Resources, Population and Housing, Public Services, Recreation, and Utilities and Service Systems were identified in the Initial Study; and,

WHEREAS, there are no potential impacts or less-than-significant impacts associated with the environmental categories for Aesthetics, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, and Transportation/Traffic that were identified in the Initial Study; and,

WHEREAS, the Initial Study identifies two environmental categories, Air Quality and Biological Resources, that could potentially be impacted by the proposed project, but that the Initial Study identifies mitigation measures that would reduce project related impacts to a less than significant level; and,

WHEREAS, the Planning Commission has considered the potential impacts of the proposed project as set forth in the Initial Study/Negative Declaration of environmental significance attached as part of the May 6, 2014 Staff Report, and finds that there are no significant effects on the environment with implementation of the identified mitigation measures as stated in the report; and,

NOW, THEREFORE BE IT RESOLVED that the Planning Commission recommends the City Council adopt a Mitigated Negative Declaration of Environmental Significance as the appropriate CEQA documentation for the project pursuant to the provisions of the Public Resources Code known as the California Environmental Quality Act, and City-adopted implementation guidelines.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on May 6, 2014 by the following vote:

AYES,

COMMISSIONERS: Hold, Mercer, Goldfarb, Kim, MacDonald, Hurt

NOES,

COMMISSIONERS: None

ABSENT,

COMMISSIONERS: Herbach

ABSTAIN,

COMMISSIONERS: None

RECUSED,

COMMISSIONERS: None

Carlos de Melo
Planning Commission Secretary

RESOLUTION NO. 2014-0022

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BELMONT RECOMMENDING CITY COUNCIL ADOPTION OF A REZONE FOR A CONCEPTUAL DEVELOPMENT PLAN (CDP) AMENDMENT FOR THE PLANNED DEVELOPMENT (PD) FOR THE AUTOBAHN MOTORS DEALERSHIP RECONSTRUCTION PROJECT AT 700 ISLAND PARKWAY (APPL. NO. 2013-0047)

WHEREAS, Ken Rodrigues & Partners, applicant, on behalf of the property owner, Sonic Automotive, Inc., requests Rezone and Conceptual Development Plan (CDP) Amendment approval to the Planned Development (PD) for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway; and,

WHEREAS, on May 6, 2014, the Planning Commission, following notification in the prescribed manner, conducted a public hearing, at which hearing the Commission considered public testimony and a staff report on the aforementioned requested entitlements; and,

WHEREAS, the Planning Commission of the City of Belmont finds the project is subject to environmental review under provisions of the California Environmental Quality Act (CEQA). An environmental impact assessment was prepared for the project and determined that the project would have a less than significant impact; and,

WHEREAS, the Planning Commission hereby adopts the staff report dated May 6, 2014, and the facts contained therein as its own findings of facts; and,

WHEREAS, the Planning Commission, after consideration of all testimony and reports, thereby determines that the proposed Rezoning and associated Conceptual Development Plan (CDP) Amendment for the subject property Planned Development (PD) for the proposed Autobahn Motors Dealership Reconstruction Project achieves the objectives of the Zoning Plan and General Plan for the City for the following reasons:

The General Plan designates the project site as Mixed Use Area – East Belmont. The proposed project does not change the intended land use for the established Planned Development (automobile sales/service and associated parking). The existing and proposed uses are identical and in conformance with the general plan designation. The project site has been fully developed in accordance with the City's General Plan, consistent with the following General Plan Goals and Policies.

Mixed Use Development

2056 Goals

1. *To permit integrated and creative development of the land in East Belmont north of Marine World Parkway in a combination of public and private uses.*
2. *To protect the sensitive ecological environment of the Baylands.*
3. *To enhance opportunities for water related recreation.*
4. *To increase the City's tax base and enhance housing opportunities.*

5. *To adapt the type, location and intensity of development of the area to the natural and manmade features and constraints and opportunities of the site and surrounding lands.*

2057 Policies

1. *The City shall seek the coordinated development of the land in East Belmont in a mix, of uses including water related recreation, sports facilities, housing, offices and other commercial activities.*

The land in East Belmont has been developed with a combination of public and private uses including the Belmont Sports Complex, Summerfield/Hyatt Suites, Oracle and other commercial buildings, mixed-commercial uses, and the subject auto sales/service use. At the time of the original dealership development approvals, an Environmental Impact Report was prepared for the project and appropriate mitigation measures were implemented to ensure protection of the sensitive ecological environment of the Baylands.

Lastly, the original mixed-use development approval included housing, as well as revenue generating uses such as hotel uses and automobile sales/service. The project is identical in nature as to the previously approved use (automobile dealership sales/service). The currently proposed development includes an environmental assessment which has determined that project-related environmental impacts will be less than significant (with incorporation of mitigation measures).

Commercial Areas

2025 Goals

1. *To provide space for commercial activities in locations with good vehicular, bicycle and pedestrian access available public services, adequate parking and compatible adjacent uses.*
2. *To promote commercial development, which meets the needs of local residents for convenience goods and services and which is fiscally beneficial to the city.*
3. *To improve the attractiveness and functioning of existing commercial areas through such means as landscaping and design controls, and provision of adequate parking, sidewalks, bike paths and bike racks.*
4. *To provide opportunities for commercial employment in attractive, landscaped environments.*

2026 Policies

1. *Commercial and office uses should be located on or near major thoroughfares to discourage traffic in residential neighborhoods and should include sufficient off-street parking to prevent disruption of traffic flow on major streets.*

The subject property is in close proximity to Highway 101, and can be accessed from Island Parkway. The existing automobile sales/service use generates significant revenue for the city in sales tax. The proposed automotive dealership sales/service center is well-designed, and landscaped, and the project site exceeds the off-street parking that would be typically required (under commercial zoning) by the City's Zoning Ordinance.

Based on the above analysis, the Planning Commission believes the specific finding can be made that the proposed Rezone of the subject site (via a Conceptual Development Plan Amendment) for the Planned Development (PD) achieves the goals and objectives of the Zoning Ordinance and General Plan for the City.

WHEREAS, the Planning Commission, after consideration of all testimony and reports, thereby determines that Belmont Zoning Ordinance Section 12.3.B (1-5) - Conceptual Development Plan (CDP) Findings - to Amend the CDP for the Planned Development (PD) for the subject property and allow the Autobahn Motors Dealership Reconstruction Project are made in the affirmative for the following reasons:

- 1. That the total development in each individual unit therein can exist as an independent unit capable of creating an environment of sustained desirability and stability or that adequate assurance will be provided that such objective will be attained; that the uses proposed will not be detrimental to the present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts.*

The project site is fully developed with all necessary utilities, and is accessible from Island Parkway (a public street). The project site is well maintained and landscaped, and review of City files indicates that it has generally operated in harmony with surrounding uses since its initial construction. While the City's commercial districts conditionally permit automobile sales/service facilities, there are no large commercial properties available that have freeway visibility, an excess of parking, and streets with sufficient capacity to support the use.

The Initial Study/Mitigated Negative Declaration for the project and the conditions of project approval recommended by the various City departments demonstrate that the project is capable of sustainability. The site has been used as an automobile dealership sales/service facility since 1997-1998. Goods and services are in place to serve the site. Infrastructure is in place to serve the site. The automotive dealership building would be constructed as a "whole" as there are no separate individual buildings that are typically envisioned in larger planned developments or mixed use planned developments. The proposed development of the site would remain commercial-serving which is consistent with the previous use of the site and the planning and zoning designations for the site.

Therefore, the Planning Commission believes that the total development can exist as an independent unit capable of creating an environment of sustained desirability, and that the uses proposed will not be detrimental to the present and potential surrounding uses, but will have a beneficial effect which could not be achieved under other zoning districts. This finding is affirmed.

2. *That the streets and thoroughfares proposed are suitable and adequate to carry anticipated traffic and the density will not generate traffic in such amounts as to overload the street network outside the PD District.*

The subject property is located in close proximity to State Highway 101, Ralston Avenue and Island Parkway. A complete traffic study was conducted as part of an Environmental Impact Report Addendum in 1994, which concluded there would be no significant traffic impacts from the current use, and no traffic impacts have been reported since that time. The current environmental assessment and traffic study prepared for the project (March 2014) concluded that there will be no significant traffic impacts resulting from reconstruction of the existing Autobahn Motors Sales/Service facility at the site. This finding is affirmed.

3. *That any proposed commercial development can be justified economically at the locations proposed, to provide for adequate commercial facilities of the types proposed.*

This is the only large automobile sales/service facility within the City of Belmont. Automobile sales/service facilities generate significant revenues for the City, which far exceed the cost of city services for such a use. This finding is affirmed.

4. *That the economic impact created by the PD District can be absorbed by the City (police and fire service, water supply, sewage disposal, etc.).*

The PD District zoning (in this case the proposed CDP Amendment) would not significantly intensify the land use on the site. Reconstruction and redevelopment of the site would improve conditions with respect to police and fire as the site would be brought up to current Uniform Building and Fire Codes which also address safety. Lighting would be updated for the site, and water, sewer and garbage collection services are currently provided for the property. The project has been reviewed by all appropriate departments to ensure that all service levels can be maintained to protect the public health, safety and welfare. This finding is affirmed.

5. *That the proposed off-street parking is in substantial conformance with the provisions of Section 8 of this Ordinance, that where an applicant's proposed off-street parking is less than that set forth by the standards of Section 8 of this Ordinance, circumstances are such that it would be a practical difficulty or create a physical hardship on the applicant for him to conform to the standards of Section 8.*

The proposed automobile sales/service facility includes parking spaces for approximately 404 vehicles – 229 spaces for the sales/service building uses and 175 spaces for the parking lot across the street. Under Belmont Zoning Ordinance (BZO) commercial regulations for this type of use (automobile sales/service facility), 249 spaces would have been required. Thus, the proposed facility exceeds the required (commercial zoning) parking identified within the BZO and is appropriate for the subject Planned Development site. This finding is affirmed.

WHEREAS, the Planning Commission did hear and use their independent judgment and considered all said reports, recommendations and testimony herein above set forth.

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission recommends the City Council approve the Rezone and associated Conceptual Development Plan (CDP) Amendment for the subject Planned Development (PD) for the Autobahn Motors Dealership Reconstruction Project at 700 Island Parkway, subject to the Performance Standards attached as Exhibit “A”.

* * * * *

Passed and adopted at a regular meeting of the Planning Commission of the City of Belmont held on May 6, 2014 by the following vote:

AYES,
COMMISSIONERS: Hold, Mercer, Goldfarb, Kim, MacDonald, Hurt
NOES,
COMMISSIONERS: None
ABSENT,
COMMISSIONERS: Herbach
ABSTAIN,
COMMISSIONERS: None
RECUSED,
COMMISSIONERS: None

Carlos de Melo
Planning Commission Secretary

MITIGATION MONITORING AND REPORTING PROGRAM

Autobahn Motors Dealership Reconstruction Project, City of Belmont

This Mitigation Monitoring and Reporting Program (MMRP) was prepared based on the findings of the Initial Study and Mitigated Negative Declaration (IS/MND) for the Autobahn Motors Dealership Reconstruction Project, which was circulated in March 2014. This MMRP is in compliance with Section 15097 of the CEQA Guidelines, which requires that the Lead Agency “adopt a program for monitoring or reporting on the revisions which it has required in the project and the measures it has imposed to mitigate or avoid significant environmental effects.” The MMRP lists mitigation measures recommended in the IS/MND and identifies mitigation monitoring requirements, including implementation timing and responsibility as well as monitoring responsibility and actions.

Autobahn Motors Dealership Reconstruction Project: Mitigation Monitoring and Reporting Program

Mitigation Measure	Timing/ Schedule	Implementation Responsibility	Verification		
			Monitoring Action	Monitoring Responsibility	Date Completed
<p>Air-1: Basic Construction Management Practices. The Project shall demonstrate proposed compliance with all applicable regulations and operating procedures prior to issuance of demolition, building or grading permits, including implementation of the following BAAQMD “Basic Construction Mitigation Measures”.</p> <ul style="list-style-type: none"> i. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day. ii. All haul trucks transporting soil, sand, or other loose material off-site shall be covered. iii. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited. iv. All vehicle speeds on unpaved roads shall be limited to 15 mph. v. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used. vi. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points. vii. All construction equipment shall be maintained and properly tuned in accordance with manufacturer’s specifications. All equipment shall be checked by a certified mechanic and 	Prior to issuance of building permits and during construction	Applicant, specifically the construction contractor	Verify requirements are included in construction contracts and met during construction	Belmont Public Works Department	

Autobahn Motors Dealership Reconstruction Project: Mitigation Monitoring and Reporting Program

Mitigation Measure	Timing/ Schedule	Implementation Responsibility	Verification		
			Monitoring Action	Monitoring Responsibility	Date Completed
<p>determined to be running in proper condition prior to operation.</p> <p>viii. Post a publicly visible sign with the telephone number and person to contact at the Lead Agency regarding dust complaints. This person shall respond and take corrective action within 48 hours. The Air District's phone number shall also be visible to ensure compliance with applicable regulations.</p>					
<p>Bio-1: Nesting Birds. If construction occurs during the breeding season (February through August), the site and a surrounding radius of not less than 0.5 miles shall be surveyed by a qualified biologist to verify the presence or absence of nesting birds protected under the federal Migratory Bird Treaty Act and the California Fish and Wildlife Code. Pre-construction surveys shall be conducted within 15 days prior to start of work and shall be submitted to the Building Division. If the survey indicates the potential presences of nesting birds, the applicant shall comply with recommendations of the biologist regarding an appropriately sized buffer around the nest in which no work will be allowed until the young have successfully fledged. The size of the nest buffer will be based to a large extent on the nesting species and its sensitivity to disturbance.</p>	<p>Prior to issuance of building permits if during nesting period</p>	<p>Applicant</p>	<p>Review of surveys by City and, if applicable, verification of recommended measures in construction contracts.</p>	<p>Belmont Public Works and Community Development Departments</p>	



SAN MATEO COUNTY HEALTH SYSTEM

April 15, 2014,

Mr. Carlos de Melo
Community Development Director
City of Belmont
One Twin Pines Lane Suite 310
Belmont, CA 94002

Re: Mitigated Negative Declaration for the Autobahn Motors Project 700 Island Parkway Belmont CA.

Dear Mr. de Melo:

Thank you for the opportunity to comment on the Mitigated Negative declaration for the proposed redevelopment of the Autobahn Motors site. This agency has been designated as the Local Enforcement Agency by the Department of Resources Recycling and Recovery (CalRecycle) for the regulator oversight for solid waste landfills, facilities and sites in San Mateo County. As you know, this project is located on the former Belmont Island Landfill. Therefore I would like to provide the following comments regarding the project.

The design of the project shall comply with the requirement of the California Code of Regulations Title 27 Section 21190 Post Closure Land Use. The design shall be reviewed and approved by this agency regarding this requirement.

During onsite excavations, consideration should be taken regarding the handling and control of any waste material unearthed for the protection of Public health and safety and the environment.

Damage caused through construction activities to the final cover shall be repaired or replaced in accordance with the intent of landfill cover requirements found in CCR Title 27.

Thank you again for the opportunity to review and comment on the MND for the Autobahn project. Should you have any questions or comments regarding this letter please call or email me at (650) 372-6297 or gschirle@smcgov.org

Sincerely,

Greg Schirle, REHS
Solid Waste Specialist
Cc: Sandra Estrin, Program Manager Solid Waste program

ENVIRONMENTAL HEALTH

2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403

PHONE 650.372.6200 • FAX 650.627.8244 • CA RELAY 711 • www.smchealth.org

Health System Chief • Jean S. Fraser

Board of Supervisors • Don Horsley • Dave Pine • Carole Groom • Warren Slocum • Adrienne Tissier



San Mateo County Health System

April 18, 2014

Mr. Carlos de Melo
City of Belmont
One Twin Pines Lane
Suite 310
Belmont, California 94002

Dear Mr. de Melo,

Our office has received your Notice of Availability of the Initial Study/Mitigated Negative Declaration for the Autobahn Motors Dealership Reconstruction Project. The *Phase I ESA, Autobahn Motors, 700 Island Parkway, Belmont, California* discusses four groundwater monitoring wells which were installed in December 1994 and destroyed via pressure grouting in March 2012. The Phase I report also states the presence of landfill gas monitoring wells onsite installed by the City of Belmont but that "most landfill gas monitoring wells were destroyed" during site grading. San Mateo County Environmental Health Department's Groundwater Protection Program (GPP) does not have a record (e.g. permit) of the installation or destruction of these landfill gas monitoring wells.

GPP requests that if any remaining landfill gas monitoring wells are encountered during reconstruction that we be contacted immediately in order to discuss their ongoing need and potential destruction. To date, we have not received any indication of activity associated with any of these wells onsite. Any type of well that is installed must be used for its originally intended purpose at least annually per San Mateo County's Well Ordinance and State of California's Well Standards. If wells are no longer needed for their originally intended use, they must be permitted to be properly destroyed through GPP within a year.

Please incorporate these comments into your CEQA documents potentially as a mitigation measure, but also note that these requirements are ongoing even after the CEQA process and any imminent site activities are completed. Please do not hesitate to contact me at (650) 372-6138 or afang@smcgov.org with any questions.

Environmental Health

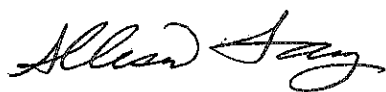
2000 Alameda de las Pulgas, Suite 100, San Mateo, CA 94403

Phone (650) 372-6200 • Fax (650) 627-8244 • CA Relay 711 • Website www.smchealth.org

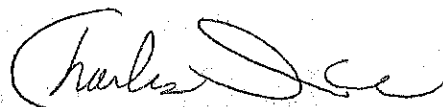
Health System Chief • Jean S. Fraser

Board of Supervisors • Don Horsley • Dave Pine • Carole Groom • Warren Slocum • Adrienne Tissier

Regards,

A handwritten signature in cursive script, appearing to read "Allison Fang".

Allison Fang
Environmental Health Technician
Groundwater Protection Program

A handwritten signature in cursive script, appearing to read "Charles Ice".

Charles Ice, PG
Hazardous Materials Specialist
Groundwater Protection Program

DEPARTMENT OF TRANSPORTATION

111 GRAND AVENUE
P.O. BOX 23660
OAKLAND, CA 94623-0660
PHONE (510) 286-6053
FAX (510) 286-5559
TTY 711
www.dot.ca.gov



*Flex your power!
Be energy efficient!*

April 16, 2014

SM101479
SM-101-9.44
SCH # 2014032054

Mr. Carlos de Melo
Community Development Director
City of Belmont
One Twin Pines Lane, Suite 310
Belmont, CA 94002

Dear Mr. de Melo:

Autobahn Motors Dealership Reconstruction Project – Mitigated Negative Declaration

Thank you for continuing to include the California Department of Transportation (Caltrans) in the environmental review process for the project referenced above. We have reviewed the Mitigated Negative Declaration (MND) and have the following comments to offer.

Hydraulics

If the proposed project will result in an increase in impervious areas, post-project flows from the site that drain to State facilities must be metered to pre-project levels. Also, please provide drainage calculations and a drainage map for this project when they are available.

Please feel free to call or email Sandra Finegan at (510) 622-1644 or sandra.finegan@dot.ca.gov with any questions regarding this letter. You may also contact me at (510) 286-6053 or erik.alm@dot.ca.gov.

Sincerely,

A handwritten signature in blue ink, appearing to read "Erik Alm", is located below the "Sincerely," text.

ERIK ALM, AICP
District Branch Chief
Local Development – Intergovernmental Review

c: State Clearinghouse

STATE OF CALIFORNIA—CALIFORNIA STATE TRANSPORTATION AGENCY

EDMUND G. BROWN Jr., Governor

DEPARTMENT OF TRANSPORTATION**DISTRICT 4**

P.O. BOX 23660

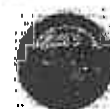
OAKLAND, CA 94623-0660

PHONE (510) 286-6053

FAX (510) 286-5559

TTY 711

www.dot.ca.gov

*Serious Drought.
Help save water!*

April 21, 2014

SM101479

SM-101-9.44

SCH # 2014032054

Mr. Carlos de Melo
City of Belmont
One Twine Pines Lane, Suite 310
Belmont, CA 94002

Dear Mr. de Melo:

Autobahn Motors Dealership Reconstruction Project – Mitigated Negative Declaration

Thank you for continuing to include the California Department of Transportation (Caltrans) in the environmental review process for the project referenced above. We have reviewed the environmental document and have the following additional comment to offer, which we would like to include along with our previous letter dated April 16, 2014.

Traffic Operations

Under Freeway Segment Level of Service (LOS) on page 32, northbound US 101 is congested during PM peak period with a LOS F on US 101 between the Holly Street interchange and Hillsdale Boulevard interchange. Any additional trips that this project produces is adding to an already failing freeway segment. Please mitigate the trips your project is adding to this segment of US 101.

Should you have any questions regarding this letter, please contact Sandra Finegan of my staff by telephone at (510) 286-6053, or by email at sandra_finegan@dot.ca.gov.

Sincerely,

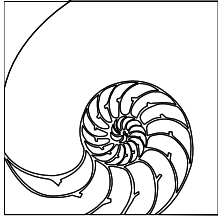
for

ERIK ALM, AICP

District Branch Chief

Local Development - Intergovernmental Review

c: Scott Morgan, State Clearinghouse



LAMPHIER-GREGORY

MEMO

TO: Carlos de Melo
Community Development Director
City of Belmont
One Twin Pines Lane, Suite 310
Belmont, CA 94002

FROM: Rebecca Gorton
Lamphier-Gregory

SUBJECT: **Autobahn Motors Dealership Reconstruction Project IS/MND –
Response to Comment Letters**

DATE: April 30, 2014

In response to circulation of the Initial Study/Mitigated Negative Declaration (IS/MND) for the Autobahn Motors Dealership Reconstruction Project, four comment letters were received, two from San Mateo County Health System, Environmental Health Department, dated April 15 and April 18; and two from California Department of Transportation (Caltrans), dated April 16 and April 21. All four letters are attached.

This memo provides a brief discussion of comments in these letters. Though the California Environmental Quality Act (CEQA) does not require a lead agency to formally respond to written comments received on an IS/MND, this memorandum is being provided to demonstrate that the comments do not present substantial evidence supporting a fair argument that the Project may have a significant environmental impact, or that the IS/MND should be revised and recirculated for public review.

In regard to the letters from San Mateo County Health System:

As noted in the IS/MND, the Project site is a portion of the former Belmont Island Landfill that was closed in the late 1960s. Page 2 of the IS/MND specifies this agency will review the Project for enforcement of post-closure activities and use. These letters reassert required post-closure compliance and review/approval by this agency. Additional specifications were presented, such as repair of any damage caused to the landfill cover (none is anticipated), appropriate handling of any waste material encountered (this is not anticipated), and coordination/permitting regarding any remaining landfill gas monitoring wells.

Because the Project is already required to comply with applicable regulations and review processes related to the former landfill, these need not be formalized in the CEQA process. These comments should be forwarded to the applicant for their use in the review process through this agency.

In regard to the April 16 letter from Caltrans:

The Project involves reconstruction of an already developed site with similar post-Project impermeable coverage. As required, the Project will comply with applicable stormwater requirements. The preliminary stormwater control plan with calculations summary is included in the IS/MND on page 13.

In regard to the April 21 letter from Caltrans:

This letter asserts the nearby US 101 freeway segment is operating at an unacceptable level of service and suggests using a threshold of any additional trips for significance and mitigation.

As detailed below, even if that segment is considered to be operating below service levels considered acceptable, the Project's contribution is below established significance thresholds and there are no changes to the conclusions in the IS/MND or mitigation warranted.

The IS/MND reports on page 46: “ The study intersections and freeway segments would continue to operate at the same levels of service (LOS) with the addition of Project traffic under existing and future cumulative conditions and would not experience an increase in control delay beyond the established thresholds, with the following exceptions.” These exceptions did not include a freeway segment.

The Transportation Impact Study (TIS) included as Attachment A to the IS/MND further detailed freeway segment LOS at various locations to be LOS C and D under existing and future cumulative conditions (Tables 9 and 15). These LOS levels were calculated per accepted methodologies using the latest Highway Capacity Manual.

This letter reports an LOS of F on northbound US 101 during the PM peak period between the Holly Street interchange and the Hillsdale Boulevard interchange. Subsequent follow-up resulted in the clarification that the LOS F is based on the flows and speed data in Caltrans' PeMS database (<http://pems.dot.ca.gov/>) and observations by Caltrans Highway Operations staff in the field.

The thresholds of significance utilized for freeway segments in the IS/MND were outlined on pages 13 and 14 of the TIS (Attachment A of the IS/MND). The City of Belmont does not specify formal guidelines for freeway significance criteria, so the thresholds from the City/County Association of Governments of San Mateo County (C/CAG) Congestion Management Program (CMP) would be applicable.

According to these thresholds, LOS A through E are considered acceptable operation for the US 101 and LOS F is considered unacceptable. For freeway segments not in compliance with the adopted LOS standard, the following threshold would apply:

“A project is considered to have a CMP impact if the project will add traffic demand equal to one (1) percent or more of the segment capacity or causes the freeway segment volume-to-capacity (v/c) ratio to increase by one (1) percent, if the freeway segment is currently not in compliance with the adopted LOS standard.”

The Project adds up to 9 vehicle trips to the northbound freeway segments during the PM peak period. This equates to an increase in mainline volumes by 0.15%, an increase in mainline capacity by 0.10%, and an increase in V/C ratio by 0.10%, as demonstrated in the calculations below.

Mainline Volume: $9/5937 = 0.15\%$

Mainline Capacity: $9/9400 = 0.10\%$

V/C Increase: $5937/9400 = 63.16\%$
 $5946/9400 = 63.26\%$
 $63.26\% - 63.16\% = 0.10\%$

These Project increases on US 101 represent much less than a 1.00% percent of freeway mainline volumes, freeway capacity, and freeway V/C ratios. The Project trips are well below established significance threshold levels, and therefore the impact is considered less-than-significant and no mitigation is warranted. This is consistent with the conclusions in the IS/MND.



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item #9C

Agency: City of Belmont

Staff Contact: Thomas Fil, Finance, (650) 595-7435, tfil@belmont.gov
Afshin Oskoui, Public Works, (650) 595-7459, askoui@belmont.gov
Jonathan Gervais, Parks & Recreation, (650) 595-7488, jgervais@belmont.gov

Agenda Title: Participation in PG&E's Sustainable Solutions Turnkey (SST) Program for Energy Efficiency Measures

Agenda Action: Resolution

Recommendation

It is recommended that the City Council adopt a resolution to contract with PG&E to perform up to an estimated \$980,363 in Energy Efficiency Measures (ECMs) through the Sustainable Solutions Turnkey (SST) Program.

Executive Summary

Adoption of the attached resolution will authorize up to an estimated \$980,363 in ECMs to be implemented as follows:

1. The City Manager is authorized to approve PG&E to implement up to seven ECMs as described in the Investment Grade Energy Assessment (IGA):
 - ECM 1. City Hall Retrofit/Recommissioning;
 - ECM 2. City Hall LED Lighting Retrofit;
 - ECM 3. Library Retrofit/Recommissioning;
 - ECM 4. Library LED Lighting Retrofit;
 - ECM 5. Streetlights – Replace 1,027 HPS with LED;
 - ECM 6. Streetlights – Replace 115 Decorate Lanterns only (LED – ECM 6a);
 - ECM 7. Parking Lots – Replace Exterior Lighting with LED; and
2. In order to implement the identified ECMs through the SST Program, under California law, the City Council must determine:
 - a. That the terms of the proposed Energy Services Contract is in the best interest of the City and find that the anticipated energy cost savings to the City exceed the cost of the ECMs.
 - b. That the terms of the proposed Facility Financing Contract is in the best interest of the City and find that funds for repayment of the financing are projected to be available from the energy cost savings.

3. The City Manager is authorized to execute documents including, but not limited to, the following:
 - a. On-Bill Financing (OBF) Supplement offered by PG&E to fund ECMs from energy savings at zero percent interest;
 - b. Third-party and related long-term financing documents to fund ECMs at competitive interest rates;
 - c. Energy financing contracts and other documents necessary to effectuate the SST Program as described in the IGA associated with this project.

Background

On April 22nd, staff presented the results of PG&E's Investment Grade Assessment (IGA) of potential Energy Efficiency Measures (ECMs) as part of their Sustainable Solutions Turnkey (SST) Program and Council continued the item to tonight's public hearing to consider and approve the terms of the PG&E contracts.

Analysis

There are advantages to collaborating with PG&E for an energy efficiency project. As the City's local energy provider, PG&E has access to all relevant billing rate structure information and available incentives. PG&E benefits from these projects by being able to add renewable/sustainable projects to its energy portfolio which defers the expense of building future electricity sources.

The proposed contract with PG&E is an exception to the City's usual contracting procedures. In a typical scenario, the City would identify a project and solicit proposals for the design of that project, then award a construction contract to the lowest responsible bidder. This proposal falls within an exceptions to the usual procedures. California Government Code Section 4217.12 allows the City to forgo standard procurement processes for "energy services contracts" and enter into the contract if at a regularly scheduled public hearing the City Council determines the terms of the contract are in the best interests of the City and finds that the anticipated cost to the City for the energy conservation services provided under the contract will be less than the anticipated marginal energy cost to the City that would have been incurred in the absence of the contract. Similarly, California Government Code Section 4217.13 allows the City to enter into a "facility financing contract" if the City Council determines the terms of the contract are in the best interests of the City and finds that funds for repayment of the financing, design and construction are projected to be available from the funding that would have been used to purchase the energy saved at the facility by the project. Based on the cost and payback period on investment and the long-term benefit to the City in reduced energy use and costs, it is recommended the City Council support participation in the Turnkey Program.

In order to authorize the City Manager to execute the subsequent facility financing contract, the City Council also finds that the subsequent contract is a qualified energy financing contract and that the contract is in the best interest of the City, that public notice was properly given, and that funds for the repayment are projected to be available from revenues available from funding that would otherwise have been used for purchase of electrical energy.

Financing –

Brief Description of PG&E's On-Bill Financing Program

The On-Bill Financing (OBF) allows government agencies to make facility improvements without large outlays of cash. PG&E will partially finance the project, and the City will pay the loan – interest-free – through monthly utility bills. The re-payment of the OBF loan essentially comes from the energy savings from those LED streetlights that used the OBF funds, as demonstrated in the illustration below.



OBF is available to fund many technologies, including lighting, refrigeration, HVAC, and LED streetlights. Loan funds must be used to purchase and install qualifying energy-efficient equipment. Loan terms and monthly payment amounts are determined based on an estimated monthly savings from the new products.

For Belmont, a potential of \$807,902 in ECMs has been identified for OBF. The payback period for the OBF loan is dependent upon the ECMs implemented, but ranges from approximately 6.6 to 7.1 years. Once the OBF loan is paid off, the City's energy bill for those streetlights that were funded through OBF funds will be reduced.

In order to take advantage of PG&E's OBF Program, the Council will need to make the findings for an Energy Conservation Contract and Facility Financing Contract.

Third-Party Financing


For projects that are not eligible for OBF, PG&E has identified Cree, Inc., the supplier of LED lighting, to provide a competitive long-term repayment plan with De Lage Landen Public Finance, to fund up to \$172,461 in ECMs at a rate of 3% interest over 12½ years. This rate compares favorably to the quote the City received from a municipal lease financier.

Options

Due to the complexity of implementing ECM 6b (Centerbore Wood Pole Replacement) and the corresponding City contribution required, staff believes it prudent to defer indefinitely the implementation of this measure.

Of the remaining measures, two viable options are recommended for consideration. The options are reflected in the table below:

Staff
Recommendation



Financing Method	Option 1 (Bundle 3)	Option 2 (Bundle 2)	Measures
OBF	\$807,902	\$807,902	1, 2, 3, 4, 5, 7
Cree – Bundle 2		\$84,512	
Cree – Bundle 3	\$172,461		6a
Total	\$980,363	\$892,414	

Staff recommends Option 1 (Bundle 3), as this option has a reasonable overall repayment schedule of 7.1 years and implements the broadest array of lighting energy efficiencies of publicly owned fixtures through the City.

Next Steps –

Included in this report (Attachment A) is a proposed resolution and service agreement that supports energy efficiency and energy upgrades utilizing the procurement process allowed by California Government Code Sections 4217.12 and 4217.13. The required notice of this public hearing was given at least two weeks in advance, as required by those statutes.

With Council’s approval of the attached resolution, the City will apply for the PG&E OBF grant program, execute work orders and other contracts in a form approved by the City Attorney, and issue a notice to proceed to PG&E to begin work, including preparation of a project schedule.

Alternatives

1. Take no action.
2. Refer back to staff for additional information.

Attachments

- A. Implementing Resolution
- B. ECM Listing

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed:

Participation in the PG&E SST Program will require a loan of up to \$807,902 to be paid from PG&E’s On-Bill Financing. Loan terms are based on monthly savings; therefore there will be no impact on the General Fund during the repayment period. It is anticipated that the loan repayment will take up to 7.1 years in aggregate, after which the City will realize ongoing annual savings.

The second financing component to fund ECMs up to \$172,461 through third-party financing with Cree (De Lage Landen Public Finance). It is anticipated that no impact to the General Fund will occur during the repayment period, as energy savings are used to offset the third-party payment. It is also anticipated that the loan repayment will take approximately 12½ years, after which the City will realize ongoing annual savings.

Source:

- ☒ Council
- ☐ Staff
- ☐ Citizen Initiated
- ☐ Other*

Purpose:

- ☐ Statutory/Contractual Requirement
- ☒ Council Vision/Priority
- ☐ Discretionary Action
- ☐ Plan Implementation*

Public Outreach:

- ☒ Posting of Agenda
- ☐ Other*

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PARTICIPATION IN PG&E'S SUSTAINABLE SOLUTIONS TURNKEY (SST) PROGRAM FOR ENERGY EFFICIENCY MEASURES, AUTHORIZING IMPLEMENTATION OF THE ENERGY EFFICIENCY MEASURES (ECM) DETERMINED BY THE INVESTMENT GRADE ASSESSMENT (IGA), AUTHORIZING PARTICIPATION IN PG&E'S ZERO-PERCENT ON-BILL FINANCING (OBF) PROGRAM AND AUTHORIZING THIRD-PARTY FINANCING TO FUND THE BALANCE OF THE MEASURES

WHEREAS, PG&E has developed SST to provide a turnkey, comprehensive approach towards designing, building, managing, commissioning, monitoring and validating Energy Conservation Measures (ECMs) funded from energy cost savings over a maximum 10-year period; and,

WHEREAS, the SST allows for a streamlined solution to implementing energy conservation projects with the goal of implementing energy saving projects at City facilities and using the money saved from reduced energy consumption and operational maintenance costs to pay the debt service for the design and construction of the project; and,

WHEREAS, in order to participate in the SST, the City was required to permit PG&E to perform an Investment Grade Assessment (IGA), which consists of professional consulting and engineering work necessary to complete a full assessment of energy efficiency opportunities at Belmont City Hall/PD, the Belmont Library, and other Belmont facilities as desired; and,

WHEREAS, PG&E has issued the IGA Final Report for City Hall, the Library and Exterior Lighting which identified a variety of economically viable energy efficiency and operational upgrades, including capital improvement projects that, when implemented, will allow Belmont to achieve many of its long-term sustainability goals; and,

WHEREAS, there are advantages to collaborating with PG&E for an energy efficiency project because they are the City's local energy provider and have access to all relevant billing rate structure information and available incentives; and,

WHEREAS, California Government Code Sections 4217.12 and 4217.13 allow the City to forgo standard procurement processes for "energy services contracts" and "energy financing contracts" if it finds it best serves the City's interest, finds that the anticipated cost to the city for the conservation services provided under the contract will be less than the anticipated marginal energy cost to the City that would have been incurred in the absence of the contract, and finds that funds for repayment of the financing and for costs of design and construction under the facility financing contract are projected to be available from the funding that would have been used to purchase the energy saved at the facility by the project; and,

WHEREAS, PG&E's On-Bill Financing (OBF), a zero percent interest loan for ECMs paid with monthly energy savings, will be used to partially fund the project; and,

WHEREAS, third-party financing is offset by monthly energy savings and will also be used to fund the balance of the ECMs implemented; and,

WHEREAS, installation of LED streetlights meets the City's General Plan Goal to provide for the efficient use of energy resources in activities carried out or regulated by the City; and,

WHEREAS, the energy services contract and the facility financing contract terms will include: a scope of work containing the ECMs selected by the City Council, insurance and indemnity provisions approved by the City Risk Manager and City Attorney, and those terms in the City's standard construction contract necessary to comply with all applicable Public Construction Contracting laws, including prevailing wage, bonds, etc.; and,

WHEREAS, on April 22, 2014, the City Council held a Public Hearing as required by Government Code Sections 4217.12 and 4217.13 to consider ECMs and financing options.

NOW, THEREFORE, the City Council of the City of Belmont hereby resolves as follows:

SECTION 1. The City Council determines the terms of the energy services contract are in the best interests of the City and finds that the anticipated cost to the City for the energy conservation services provided under the contract will be less than the anticipated marginal energy cost to the City that would have been incurred in the absence of the contract.

SECTION 2. The City Council finds that funds for repayment of the financing and for costs of design and construction under the facility financing contract are projected to be available from the funding that would have been used to purchase the energy saved at the facility by the project.

SECTION 3. The City Manager is authorized to participate in the zero percent interest loan program known as "On-Bill Financing" (OBF) offered by PG&E to fund the project up to \$807,902.

SECTION 4. The City Manager is authorized to participate in third-party financing to fund the balance of the project in an amount up to \$172,461 which may be subsequently amended by the City Council.

SECTION 5. The City Manager is authorized to negotiate and execute agreements with PG&E to implement the ECMs included in Bundle ____ as shown on Attachment B to the staff report to Council dated May 27, 2014, subject to approval as to form by the City Attorney.

* * *

ADOPTED May 27, 2014, by the City of Belmont City Council by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney

			Estimated Energy & Water Cost Savings									
ECM			Simple									Net Project
ID	Building or Facility	Description	Payback	Electric	Gas	Fuel	Water	Total Savings	Project Costs (\$)	Incentives (\$)		Costs (\$)
0	Belmont	Investment Grade Assessment (IGA)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,000.00	\$ -		\$ 15,000.00
1	City Hall	Retrofit/Recommissioning (RCx)	4.99	\$ 45,343.93	\$ 15,562.02	\$ -	\$ -	\$ 60,905.95	\$ 275,183.00	\$ 48,821.00		\$ 226,362.00
2	City Hall	LED Lighting Retrofit	7.43	\$ 15,067.84	\$ -	\$ -	\$ -	\$ 15,067.84	\$ 119,531.00	\$ 7,534.00		\$ 111,997.00
3	Library	Retrofit/Recommissioning (RCx)	6.20	\$ 26,880.13	\$ 9,377.05	\$ -	\$ -	\$ 36,257.18	\$ 192,523.00	\$ 25,975.00		\$ 166,548.00
4	Library	LED Lighting Retrofit	8.49	\$ 4,476.53	\$ -	\$ -	\$ -	\$ 4,476.53	\$ 39,824.00	\$ 1,829.00		\$ 37,995.00
5	Streetlights	Replace 1027 HPS with LED	6.67	\$ 39,234.00	\$ -	\$ -	\$ -	\$ 39,234.00	\$ 319,946.00	\$ 58,125.00		\$ 261,821.00
6a	Streetlights	Replace 115 Decorative Lanterns only	29.77	\$ 2,954.00	\$ -	\$ -	\$ -	\$ 2,954.00	\$ 94,399.00	\$ 6,450.00		\$ 87,949.00
6b	Streetlights	Replace 115 Decorative Lanterns and Poles	271.15	\$ 2,954.00	\$ -	\$ -	\$ -	\$ 2,954.00	\$ 807,426.00	\$ 6,450.00		\$ 800,976.00
7	Parking Lots	Replace Exterior Lighting with LED	15.10	\$ 4,813.00	\$ -	\$ -	\$ -	\$ 4,813.00	\$ 76,251.00	\$ 3,560.00		\$ 72,691.00
BUNDLE ANALYSIS												
	Bundle 1	1, 2, 3, 4, 5	6.26	\$ 131,002.44	\$ 24,939.07	\$ -	\$ -	\$ 155,941.50	\$ 962,007.00	\$ 142,284.00		\$ 819,723.00
	Bundle 2	1, 2, 3, 4, 5, 7	6.57	\$ 135,815.44	\$ 24,939.07	\$ -	\$ -	\$ 160,754.50	\$ 1,038,258.00	\$ 145,844.00		\$ 892,414.00
	Bundle 3	1, 2, 3, 4, 5, 6a, 7	7.06	\$ 138,769.44	\$ 24,939.07	\$ -	\$ -	\$ 163,708.50	\$ 1,132,657.00	\$ 152,294.00		\$ 980,363.00
	Bundle 4	1, 2, 3, 4, 5, 6b, 7	12.20	\$ 138,769.44	\$ 24,939.07	\$ -	\$ -	\$ 163,708.50	\$ 1,845,684.00	\$ 152,294.00		\$ 1,693,390.00
FINANCING ALLOCATION												
				OBF	CREE	OTHER						
	Bundle 1	1, 2, 3, 4, 5		\$ 807,902.00	\$ 11,821.00	\$ -						
	Bundle 2	1, 2, 3, 4, 5, 7		\$ 807,902.00	\$ 84,512.00	\$ -						
	Bundle 3	1, 2, 3, 4, 5, 6a, 7		\$ 807,902.00	\$ 172,461.00	\$ -						
	Bundle 4	1, 2, 3, 4, 5, 6b, 7		\$ 807,902.00	\$ 394,712.00	\$ 490,776.00						



STAFF REPORT

Meeting Date: May 27, 2014

Agenda Item # 10-A

Agency: City of Belmont and Belmont Fire Protection District
Staff Contact: Thomas Fil, Finance Department, (650) 595-7435, tfil@belmont.gov
Agenda Title: Introduce FY 2015 Budget
Agenda Action: Discussion and Direction

Recommendation

No action is required at this time. The Council may give direction to staff regarding the Proposed FY 2015 Budget. A public hearing has been set for June 10th to consider adopting the budget.

Background

The purpose of tonight's discussion is to introduce the Proposed FY 2015 Budget to the City Council. At the close of the discussion, and after consideration of testimony given, it is recommended that the City Council continue consideration of the Proposed Budget to a public hearing scheduled for June 10th and then for adoption that evening.

During the course of the last several months, the City Council has held several discussions and provided direction to staff on priorities for consideration in the Proposed FY 2015 Budget. Staff incorporated those priorities into their department work programs and developed a Proposed Budget.

Analysis

Purpose

The purpose of this evening's discussion is to introduce the Proposed Budget to the City Council. The following topics will be covered:

- Summary and Policy
- Assumptions
- Analysis
- Obligations
- Priorities
- Forecast
- Department Budget Review
- Capital Improvement Plan
- Next Steps

Budget Document

The Budget document is broken into five tabs. The following is a summary of the key items included in each tab:

- Tab 1 Budget Brief

- Tab 2 Summaries and Operating Budgets
 - *Fund Recap-Fiscal Years 2014 through 2015*. This schedule provides a one-page summary of all City funds reflecting the total resources and total uses, as well as fund balances.
 - *Statement of Revenues, Expenditures & Changes in Fund Balances*. This schedule provides a one-page summary of resources and uses broken down by major category and summarized by fund type the estimates for FY 2014 and proposed FY 2015.
 - *Revenues and Other Sources & Expenditures and Other Uses by Fund and Function*. This schedule provides a detailed listing of all revenues and a summary of expenditures by division. This reflects two years of actual results, the current year's budget and the estimated results, and the proposed budget.
 - *Department Summary by Division and Expenditure Classification*. This schedule provides a departmental summary of expenditures by classification of the proposed budget.
 - *Expenditure Summary by Account*. This schedule provides a city-wide summary of expenditures by account. This reflects two years of actual results, the current year's budget and the estimated results, and the proposed budget.
- Tab 3 Capital Improvement Program
 - *Capital Improvement Program Project Listing*. This schedule provides a city-wide summary of capital improvement projects for the next five years.
- Tab 4 Miscellaneous City and Budget Materials
 - Permanent Staffing Plan by Department
- Appendix
 - Budget policies

Budget Summary

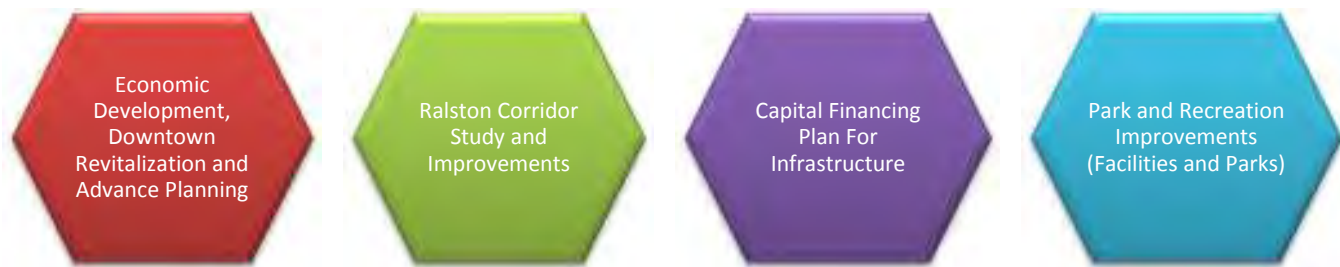
The City has experienced a significant financial reversal and is moving away from just surviving to providing a consistent level of services to the residents and businesses. Belmont's economy has experienced revenue growth and the City has benefited from collaborating with the City's employees on compensation concessions, which has contributed to the City's improved financial position. The proposed FY 2015 Budget estimates an ending General Fund Balance of \$6.5 million (see table below for summary budget information).



There is, however, a significant level of unmet need related to deferred maintenance of the City's infrastructure, which is staggering at over \$100M and represents a threat to the City's long-term financial well-being. Working together with the community, the City can overcome the challenge this issue represents.

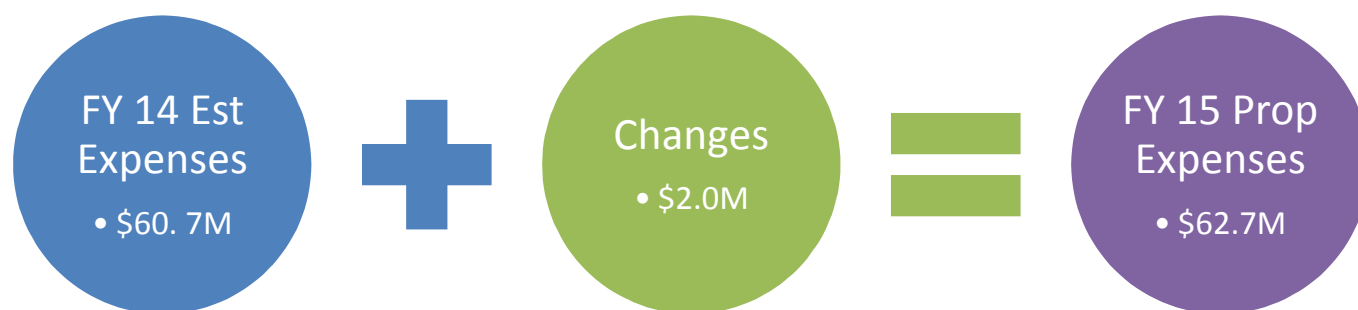
In past year, the State has negatively impacted the City's budget. Presently, there are no known negative impacts proposed. There are, however, two prior issues with the State that pose some risk to the City, namely the Local Control Funding Formula that could eventually shift \$0.6M annually in property tax and the unresolved demand of \$1.3M for former RDA activities.

While funding has been incorporated for the Council's Top 4 Priorities, including 1) Economic Development, Downtown Revitalization and Advance Planning, 2) Ralston Corridor Study and Improvements, 3) Capital Financing Plan For Infrastructure and 4) Park and Recreation Improvements (Facilities and Parks), this Budget gives the Council additional flexibility in meeting the needs of the community by allocating an additional \$0.5M in one-time funds to make strategic investments in priorities deemed of highest importance.



Budget Analysis

The charts below depict the major changes in expenditures in the proposed FY 2015 Budget from the prior year.



Changes	Amount
Revenue Measure Funding	\$0.2M
Additional Contingency	0.3M
General Plan Update	0.5M
Downtown Precise Plan	0.6M
\$1M Emergency Repair Funding	0.7M
Capital Projects	<u>(4.1M)</u>
Other	1.8M
Total	\$2.0M

The table below summarizes the proposed revenue and expenditure appropriation budget for FY 2015.

FY 2015 Budget Summary						
Funds	Revenues	Other Sources	Expenditures	Other Uses	Assigned Fund Balance	Unassigned Fund Balance
General Fund	\$18,802,405		\$17,343,520	\$2,350,334	\$298,748	\$ 6,467,463
Belmont Fire Protection District	9,096,323		9,028,978	130,801		3,937,111
All Others	37,735,050	\$3,953,670	30,212,454	3,676,501	24,360,179	6,195,939
Total	\$65,633,778	\$3,953,670	\$ 56,584,952	\$6,157,636	\$24,658,927	\$16,600,513

The FY 2015 General Fund Budget is balanced and the City's five-year forecast predicts stable reserve levels for the planning period. Future fund balances are projected to be above the \$3M minimum reserve requirement and the policy reserve target of 25% operating expenditures. The forecast suggests now is the time to increase the minimum General Fund reserve level to \$5M and target reserves at 33% operating expenditures, which would be consistent with the past recommendations.

The proposed Budget provides a full complement of staff to the community with 124.85 permanent full time equivalents (FTE) positions employed by the City and another 23 FTE positions in the Belmont Fire Department.

Department Heads will be presenting their budgets to Council and will be available to answer questions regarding their financial plans for the upcoming year.

Next Steps

A Public Hearing is scheduled for June 10th to adopt the budget. This is designed to allow additional time to review the budget document and incorporate any changes thereto. At this meeting, Council will be asked to adopt the following:

- Resolution establishing the base revenue, appropriations (expenditure), capital improvement program budget, and permanent staffing plan for the year.
- Resolution approving Article XIII B appropriations (Gann Limit).
- Resolution adopting Master Revenue Schedule
- Resolution Establishing the Special Tax for Community Facilities District No. 2000-1 (Library Project)

Finance Commission Recommendations and Review

As part of the City's budget development process, the Finance Commission appointed two members to as a "Budget Team" to review the preliminary FY 2015 Budget and to provide recommendations based on their review. The Budget Team will present their report to the full Finance Commission at a special meeting on May 29th at which point the entire Finance Commission will be asked to make a recommendation regarding adoption of the proposed Budget.

Follow-Up

Advertise public hearing on June 10th for final adoption of the Budget.

Alternatives

1. With direction, refer to staff for further consideration.
2. Take no action.

Attachments

- A. Presentation-FY 2015 Proposed Budget Introduction
- B. FY 2015 Budget Brief

Fiscal Impact

- ☐ No Impact/Not Applicable
- ☒ Funding Source Confirmed: Refer to FY 2015 Budget Summary above. Implementing budget resolutions will be provided at the June 10th Council meeting.

Source:

- ☐ Council
- ☒ Staff
- ☐ Citizen Initiated
- ☐ Other

Purpose:

- ☐ Statutory/Contractual Requirement
- ☐ Council Vision/Priority
- ☒ Discretionary Action
- ☐ Plan Implementation

Public Outreach:

- ☒ Posting of Agenda
- ☒ Other*

* In addition to summary budget information on the website, printed copies of the entire proposed FY 2015 Budget are available for public review in the City Clerk's Office and the Belmont Library.



City of Belmont

FY 2015 Proposed Budget Introduction

May 27, 2014

Agenda

- **FY 2015 Budget Overview**
 - Budget Brief
 - Summary and Policy
 - Assumptions
 - Analysis
 - Obligations
 - Priorities
 - Forecast
 - Department Budget Review
 - Capital Improvement Program
- **Next steps**

Summary and Policy

Summary

- Significant Financial Reversal
- Moving Beyond Just Surviving



Summary (cont.)

- Belmont's economy experiencing revenue growth
- Collaboration from City's employees
 - Given up wage increases
 - Contributed more to their health and welfare benefits
 - Accepted lower retirement benefits than elsewhere
 - Paid a greater share of their retirement costs
- Residents and businesses can expect a predictable level of service
- Level of unmet need
 - Deferred maintenance staggering
 - City's long-term financial well-being remains at risk

Summary (cont.)

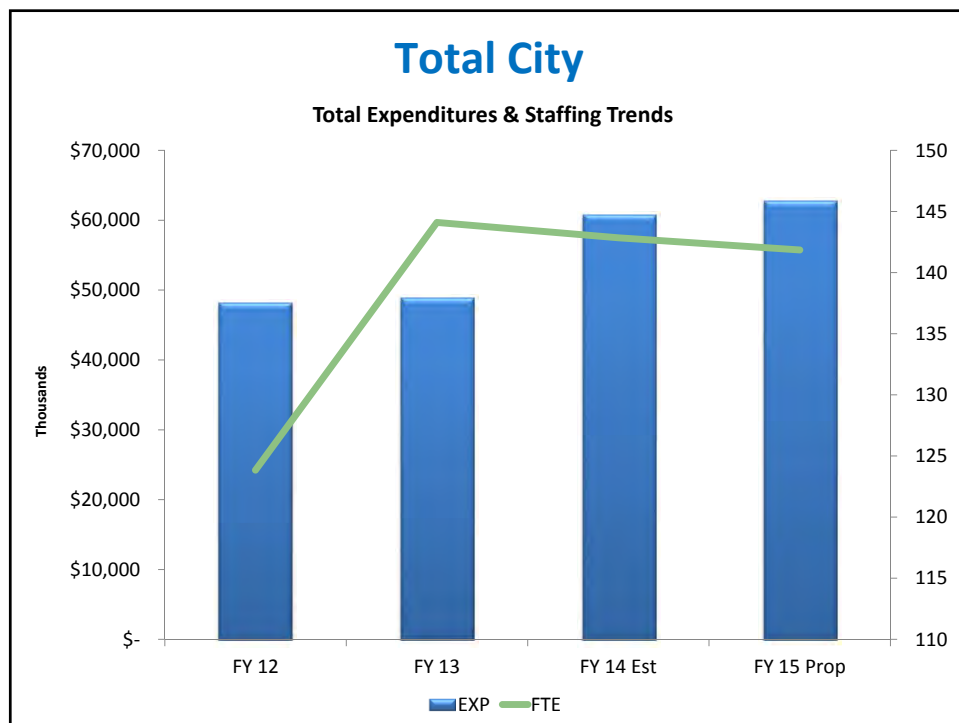
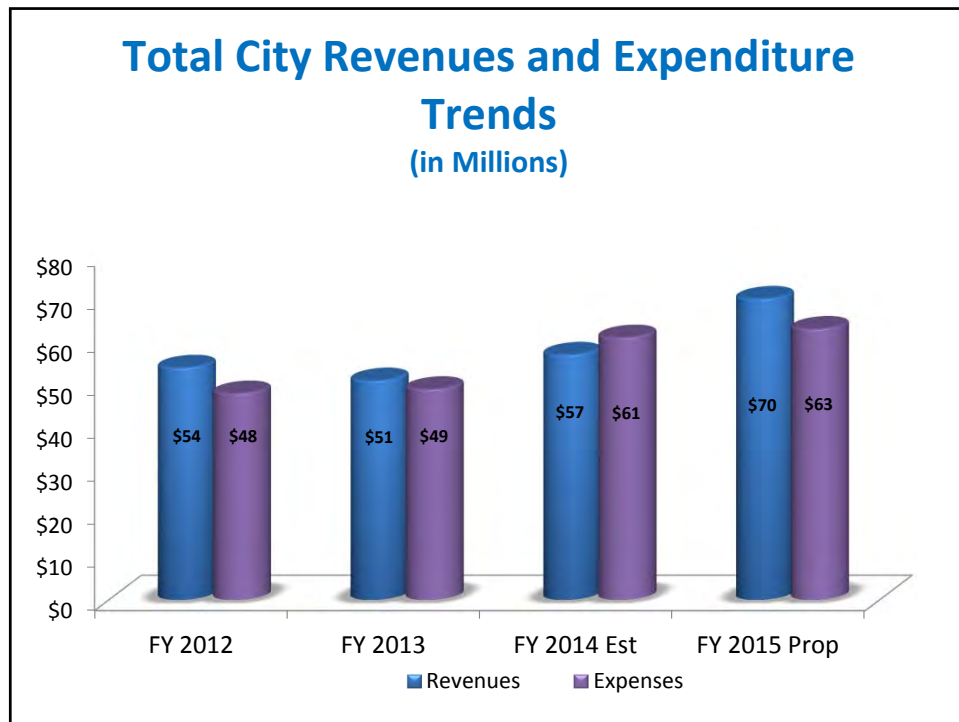
- Working Together
 - Economic and geographic constraints limit ability to overcome challenges without the financial assistance of the community
 - Community to be engaged on planning and downtown revitalization
- Local Funds in Sacramento
 - State has history of negatively impacting the City's budget
 - No known negative impacts proposed
 - Local control funding formula could eventually shift \$0.6M in property tax
 - Unresolved demand of \$1.3M for former RDA

City Budget Policies

- Balanced Budget
 - General Fund current revenues equal or exceed current operating expenditures
- General Fund Reserve Target
 - Target maximum 25% of operating expenditures
 - Minimum \$3.0 million
- Contingency
 - \$50,000 for unanticipated events
- Fees
 - Cover cost of service, as defined

Policy
change
proposed

Analysis

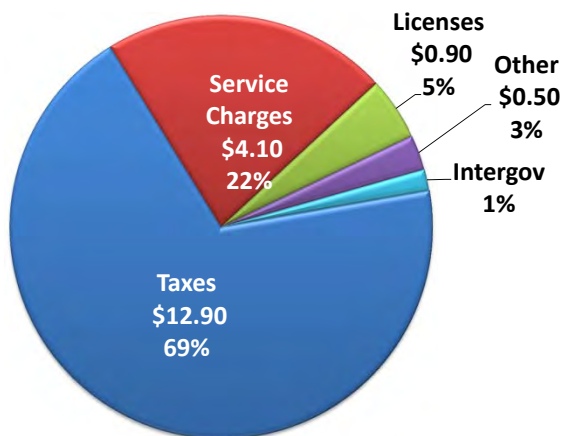


Major Changes

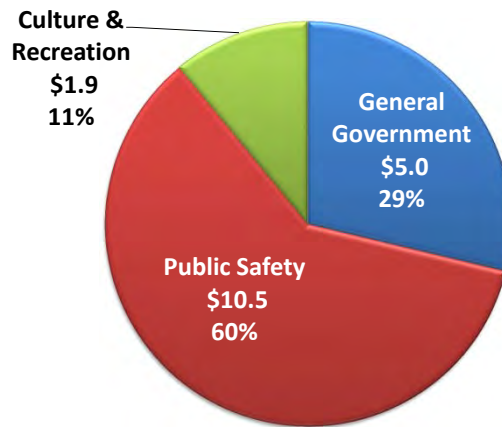


Changes	Amount
Revenue Measure Funding	\$0.2M
Additional Contingency	0.3M
General Plan Update	0.5M
Downtown Precise Plan	0.6M
\$1M Emergency Repair Funding	0.7M
Capital Projects	<u>(4.1M)</u>
Other	1.8M
Total	\$2.0M

General Fund Revenues

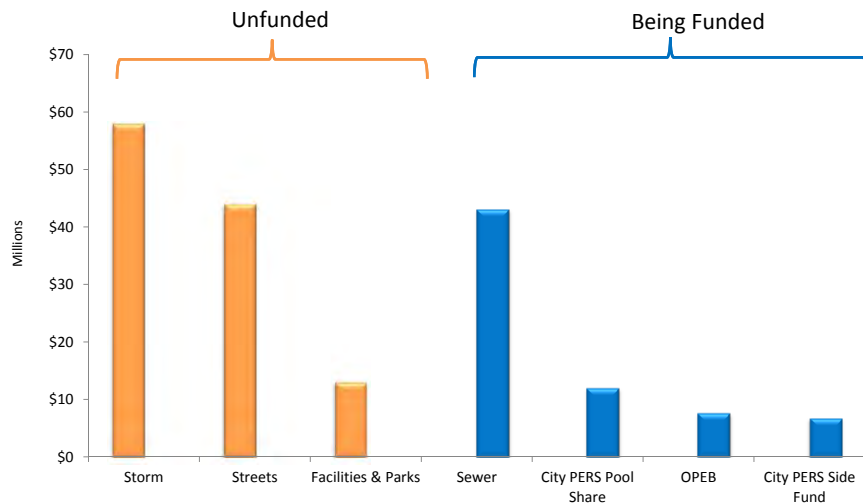


General Fund Expenditures

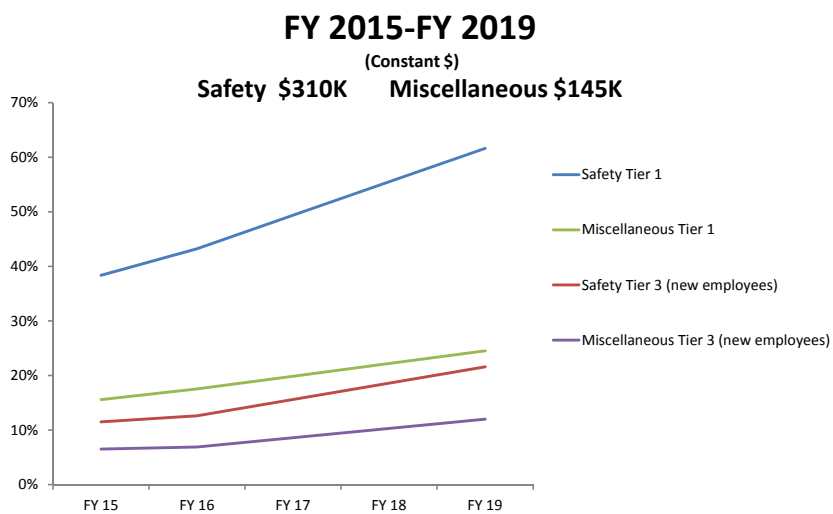


Obligations

Capital and Retirement Obligations

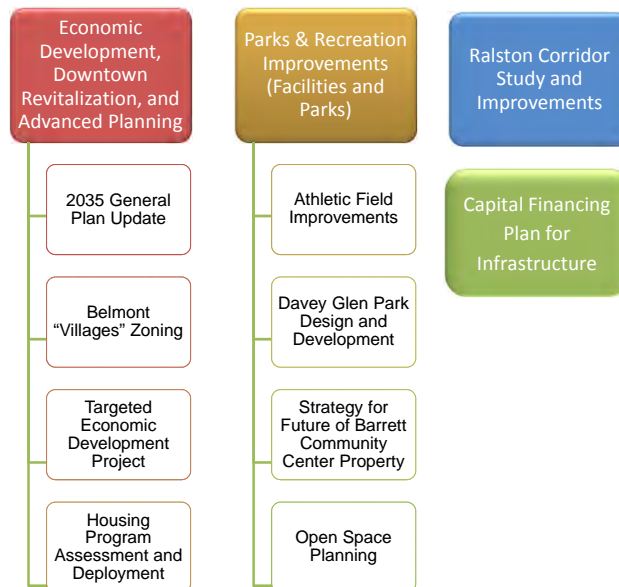


Projected PERS Rate Increases

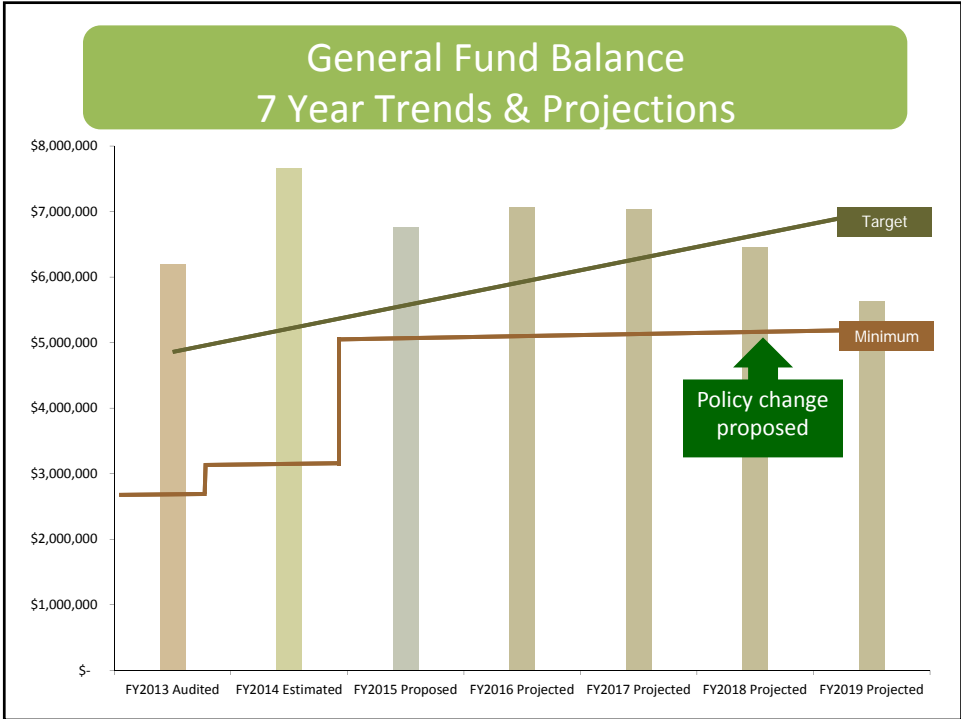


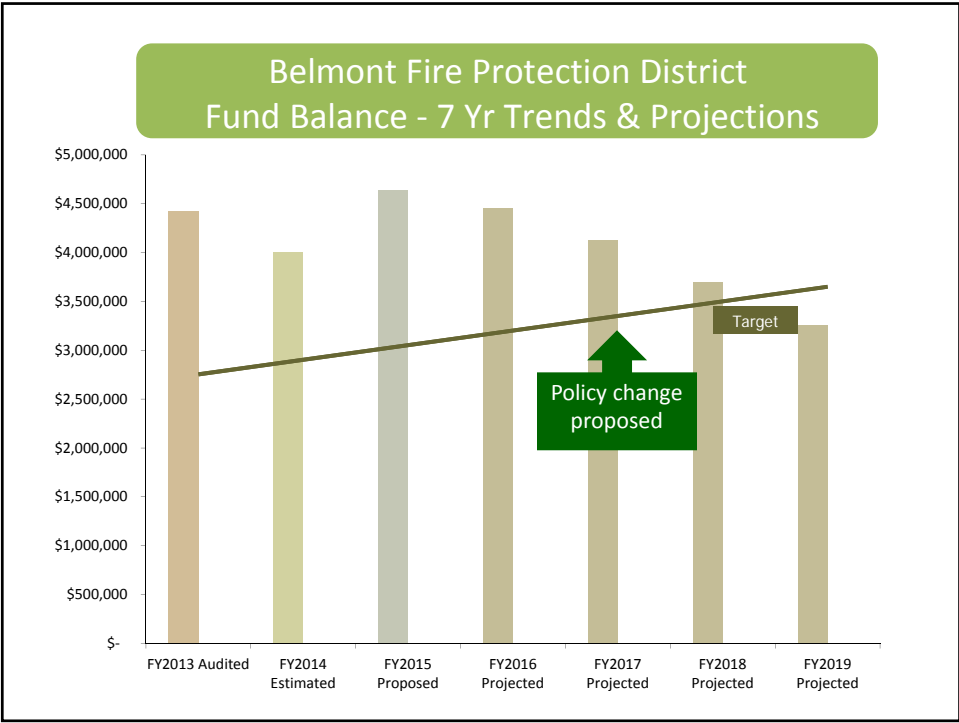
Priorities

Top 4 Priorities



Forecast





Department Budget Review

Department Budget Review

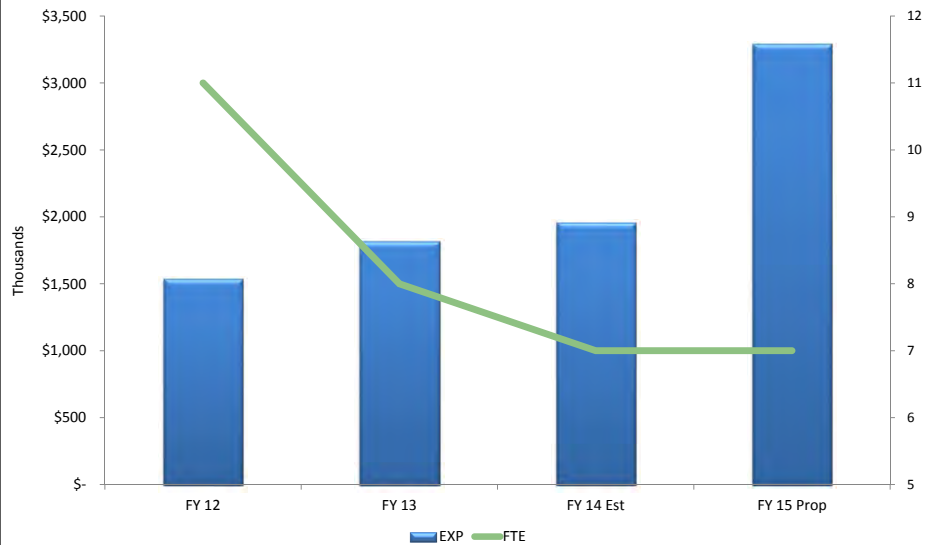
- Community Development Department
- Fire & Police Departments
- Parks & Recreation Department
- Public Works Department
- Administrative Departments

Department Budget Review

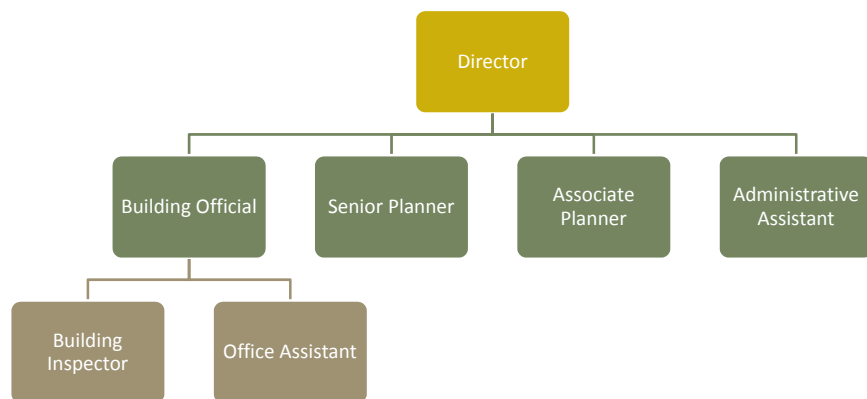
Community Development Department

Community Development Department

Total Expenditures & Staffing Trends



Community Development Department



Community Development Department

Key Responsibilities

Planning

- Long Range Planning
- Economic Development
- General Plan Update
- Sustainability Coordination

Development

- Development Review
- Planning/Zoning
- Business License Review
- Public Information

Permitting

- Building Permits
- Plan Review
- Inspections
- Fire Plan Review
- Fire Inspections

Community Development Department

Contribution to City Council Priorities

- 2035 General Plan Update
- Belmont “Villages” Element/Zoning/Design Guidelines
- Belmont Village & Downtown Implementation/Specific Plan
- Sustainability Objectives
- Develop City’s Climate Action Plan
- Outdoor Water Use Efficiency
- Caltrain Modernization

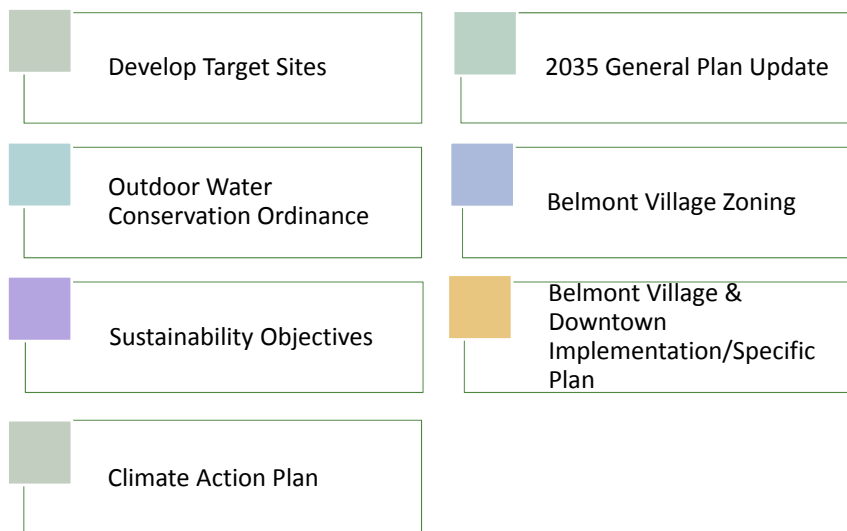
Community Development Department

Major Accomplishments

- ✓ Re-Subdivision/Open Space Disposition/Sale of City-Owned San Juan Hills Property - Completed
- ✓ Construction Demolition/Recycling Ordinance – Completed Via Adoption of 2014 Uniform Building Code Update
- ✓ 2010 Greenhouse Gas Inventory Completed; Climate Action Plan Preparation Underway
- ✓ Belmont Village Zoning – Substantial Work Efforts Underway
- ✓ 2035 General Plan Update Initiated
- ✓ Belmont Village Implementation/Specific Plan - Substantial Work Efforts to Obtain Grant Funding

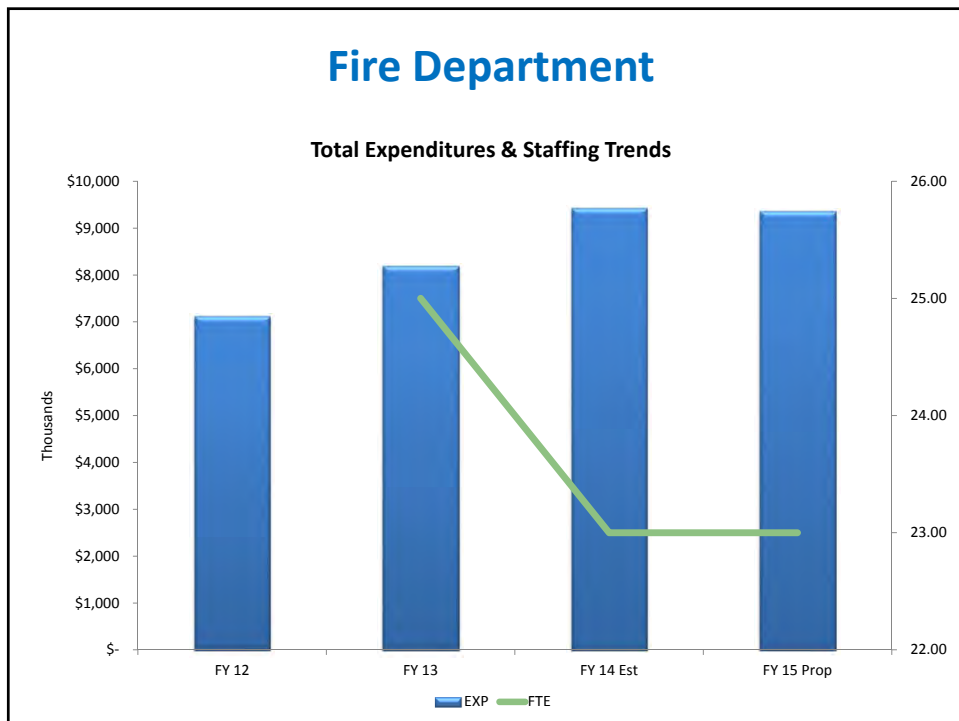
Community Development Department

Objectives

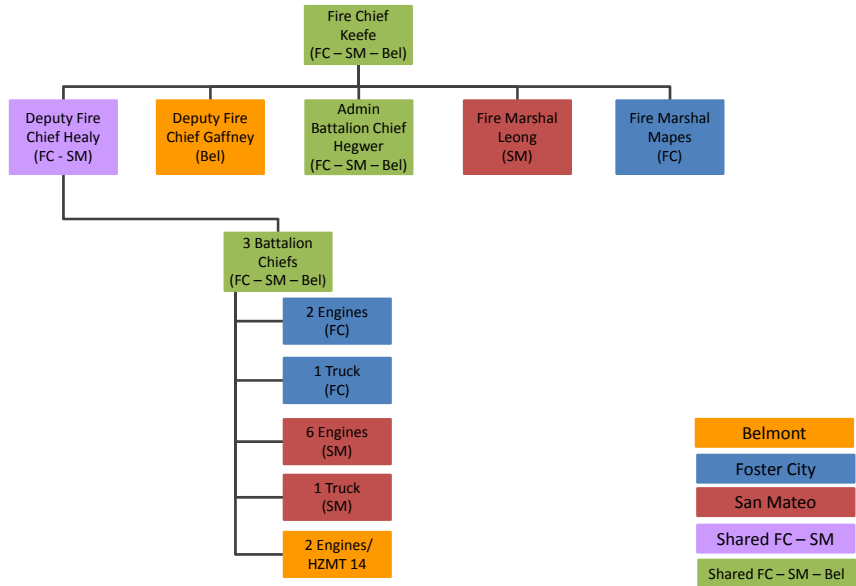


Department Budget Review

Fire Department



Fire Department



Fire Department

Key Responsibilities

Fire Suppression

- Suppression & Rescue
- Emergency Medical Services (JPA)

Fire Prevention

- Fire Prevention, Investigation, & Code Enforcement

Hazardous Materials

- Hazardous Materials Response Team

Fire Department

Contribution to City Council Priorities

- Shared Fire Command Staff with San Mateo & Foster City
- Shared Public Safety Administration
- Hazardous Materials Response Team (Contract w/ San Mateo County)
- Fire Prevention Services (Contract w/ C.S.G)
- Fire Department Training (Contract w/ Central San Mateo County Training Division)

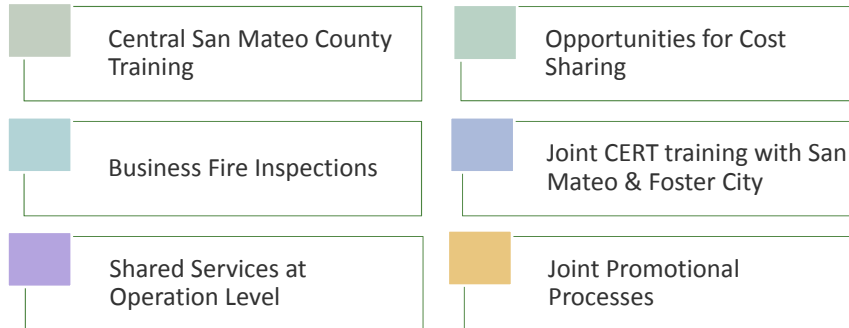
Fire Department

Major Accomplishments

- ✓ Renewed and Created Evergreen Agreement for Shared Administrative oversight with Cities of San Mateo and Foster City
- ✓ Vehicle Sharing Agreement
- ✓ FF Thorne Promoted to Captain Rank in Shared Training Division
- ✓ Completed Truck Pilot Study
- ✓ Community/Employee CPR Program, National Night Out, Sober Graduation, CERT
- ✓ Implemented Business Fire Inspections in City and HIA
- ✓ Belmont CERT Program
- ✓ Updated Website

Fire Department

Objectives

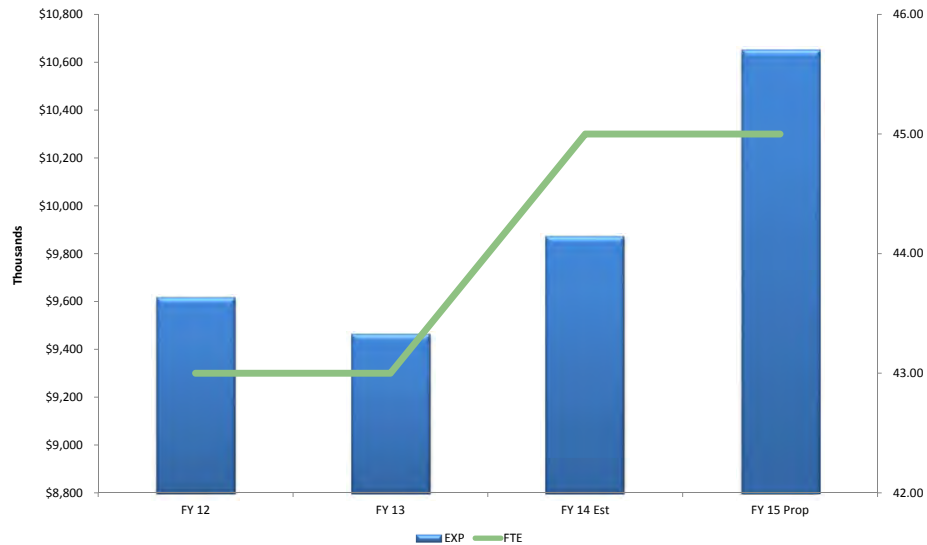


Department Budget Review

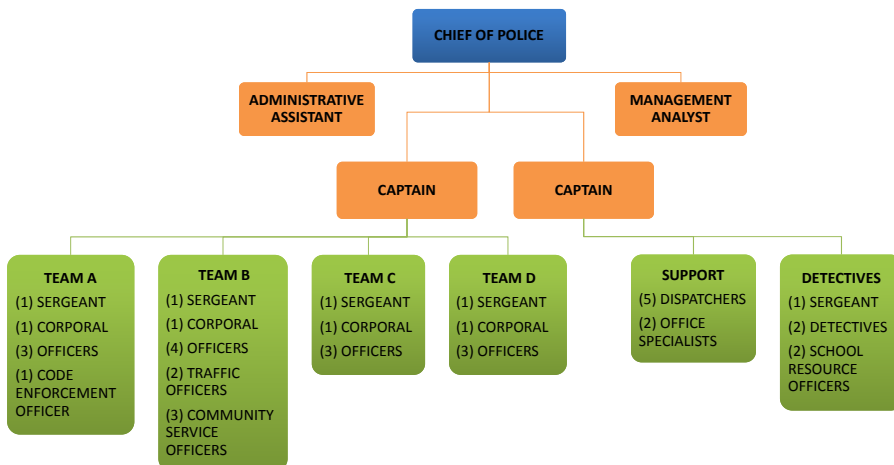
Police Department

Police Department

Total Expenditures & Staffing Trends



Police Department



Police Department

Key Responsibilities

Crime Control

- Reduce crime and maintain order in the community.

Traffic

- Facilitate a safe and orderly flow of traffic to minimize accidents and injuries.

Support

- Support the delivery of effective core police services.

Police Department

Major Accomplishments

- ✓ Staffing Plan Completed
- ✓ #BelmontWatch
- ✓ Officer Worn Video
- ✓ K-9 Kilo
- ✓ Traffic Hot Spots
- ✓ Made over 500 arrests
- ✓ Responded to over 28,000 calls for service
- ✓ Several High Profile Arrests - Burglaries, Ice Cream Store Drug Case, Blackmail Operation Sunny Day

Police Department

Objectives



Examine Options to
Address Property Crime



Expand #BelmontWatch
and Social Media



Strategic Deployment of
Traffic Units



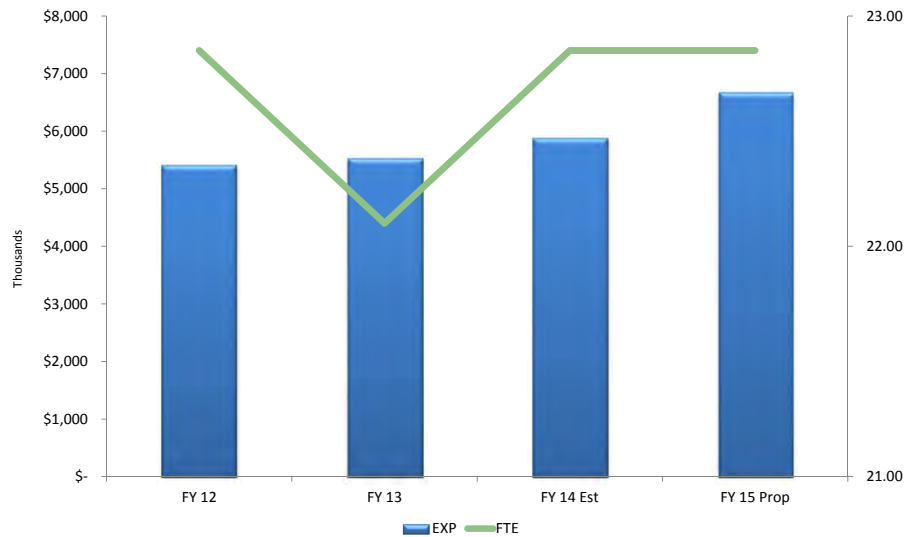
Complete Rollout of
Officer Worn Video

Department Budget Review

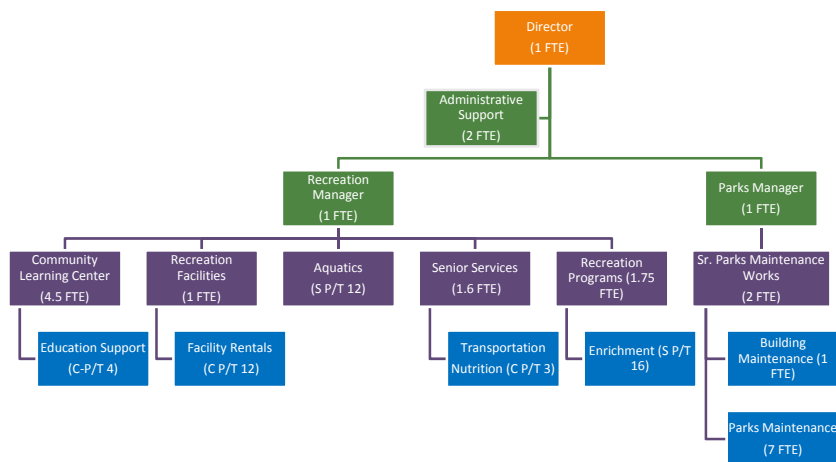
Parks & Recreation Department

Parks & Recreation Department

Total Expenditures & Staffing Trends



Parks & Recreation Department



"Enhancing the quality of life for the community"

Parks & Recreation Department

Key Responsibilities – Parks & Facilities

Buildings	Parks & Medians	Athletic Fields	Open Space	Staff & Budget
<ul style="list-style-type: none"> • 155,000 square feet of public buildings 	<ul style="list-style-type: none"> • 14 developed parks • Medians throughout Belmont • Rights of Way • Tree Management & Permitting 	<ul style="list-style-type: none"> • 11 Athletic Fields (7 City, 4 School District) 	<ul style="list-style-type: none"> • 335 Acres 	<ul style="list-style-type: none"> • 10 dedicated staff & operating budget of about \$4M

"Enhancing the quality of life for the community"

Parks & Recreation Department

Key Responsibilities – Recreation

Youth	Teens	Adults & Seniors	Community	Staff & Budget
<ul style="list-style-type: none"> • Recreation & Enrichment Classes • Belmont Community Learning Center Pre-School at Barrett • Field Scheduling for Youth Sports-Both City and School District Fields 	<ul style="list-style-type: none"> • After School Programs in partnership with the Library • VOICES Program • Partnership with Footsteps After Care Inc. at Barrett 	<ul style="list-style-type: none"> • Recreation & Enrichment Classes • Twin Pines Senior and Community Center • Senior Lunch and Van Program 	<ul style="list-style-type: none"> • Partnerships, Agreements, & Marketing • Facility Rentals 	<ul style="list-style-type: none"> • 10 dedicated staff & operating budget of about \$2.1M

"Enhancing the quality of life for the community"

Parks & Recreation Department

Contribution to City Council Priorities

- Athletic Field Improvements
- Davey Glen Park Design and Development
- Facilities Condition Management Assessment
- Strategy for Future of Barrett Community Center
- Open Space Planning

"Enhancing the quality of life for the community"

Parks & Recreation Department

Major Accomplishments

Parks & Open Space

- ✓ Implementing water reduction measures
- ✓ Expanding improved waste management enclosures and practices
- ✓ Park Improvements to the courtyards at Barrett, O'Donnell Park Tree Planting and community garden, Hiller Triangle Improvements, Sports Complex Little League monument park and bike racks, College View Park landscaping
- ✓ Open Space Improvements including trail maintenance throughout the open space with the Fire Safe Crews, new signage, gates, and information boards in the San Juan Canyon

Recreation

- ✓ Increasing enrollments, revenues and participation in programs
- ✓ Successful community events like Father/Daughter Dance and Egg Hunt
- ✓ Community Learning Center (Day Care) – covering direct costs
- ✓ Barrett has a "heartbeat" with programs and activities

Facilities

- ✓ Completion of the Twin Pines Senior & Community Center Project
- ✓ Improvements to Barrett: Rebuilding Together Painting project, Parking Lot Resurfacing Project, Annex Room Remodel, Signage Installation
- ✓ Increasing revenue generation from facility rentals

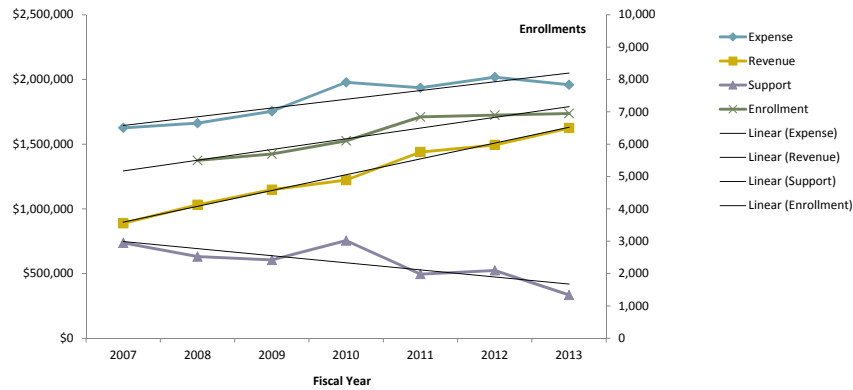
CIPs

- ✓ Davey Glen Design continues
- ✓ Completed the 35% design of the Belmont Sports Complex Turf Project
- ✓ Lake Loop Realignment Project- trail bridge construction approved

Parks and Recreation Department

Improved Cost Recovery

Recreation Participation and Revenue



"Enhancing the quality of life for the community"

Parks & Recreation Department

Objectives

Near Term

- Open Space – Build Trail Bridge for Realigned Lake Loop Trail
- Davey Glen Park Construction
- Present Strategy for the Future of Barrett Community Center
- Present Open Space Planning

Mid Term

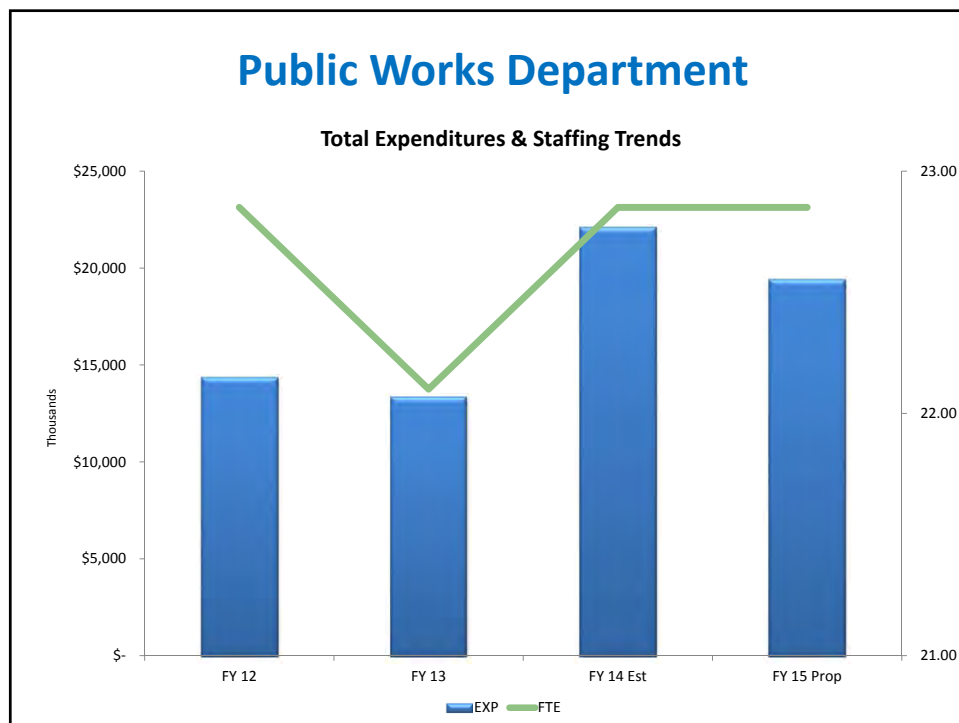
- Sports Complex Synthetic Turf Project
- Manor House Reuse
- Development of Alternative Funding Sources
- Better Facility Management

Long Term

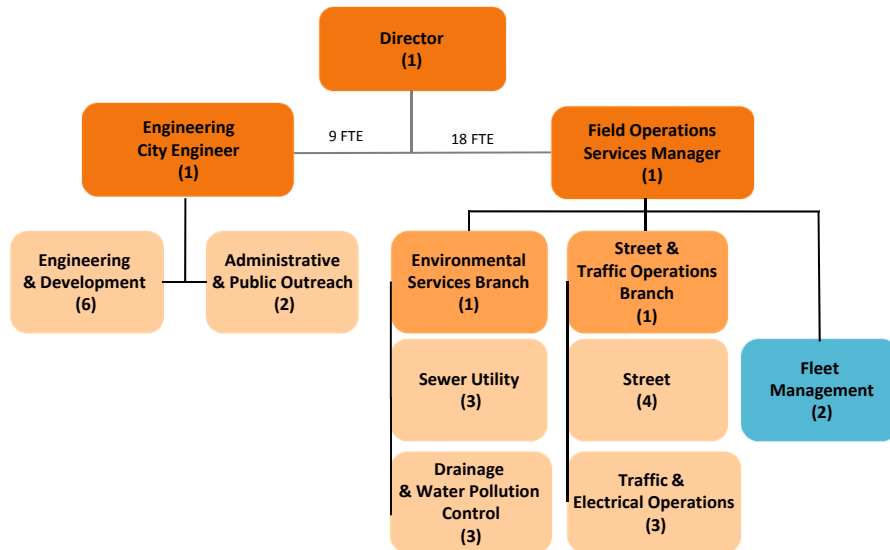
- Barrett Community Center Project
- Park, Open Space, and Recreation Master Plan

Department Budget Review

Public Works Department



Public Works Department



Public Works Department

Key Responsibilities

Infrastructure

- Capital Improvement Plan
- Development Reviews
- Public Improvements
- Asset Management
- R/W ADA Compliance

Environmental Stewardship

- Trash Load Reduction (NPDES/MRP)
- Creek Stewardship
- Water Pollution Prevention
- FOG sewer inspections
- Reduce I/I
- Creek and trash hotspot clean-up
- Education and Outreach
- Multi-modal transportation
- Solid Waste, Recycling and Compost Services
- Commercial and Industrial Facility Inspection
- Regulatory Compliance Reports

Operations

- **Sanitary Sewers**
 - 85 miles pipes
 - 5 miles FM
 - 11 PS
- **Storm Drainage**
 - 26 miles pipes
 - 2 PS
 - 1400 SD Inlets
 - Creeks/Flood Control
- **Streets/Traffic**
 - 135 Ln/miles
 - Traffic Signals
 - 1622 Lights (street, bike bridge, parking lot)
 - 3039 Signs
 - Bike Bridge
 - 43,200 Feet of Painted Curb
- **Solid Waste**
 - Street Sweeping
 - F.A. w/ Recology
- **Fleet**
 - 109 Veh/Equip
 - Fuel Mgmt/Dispensing System

Public Works Department

Contribution to City Council Priorities

- Ralston Corridor and Improvements
- City-Wide Street Lighting (includes Old County Road)
- Safe Routes to School

Other Note Worthy Projects

- ADLP Corridor Study (Four Corners)
- Belmont Creek Water Quality and Flood Control Study
- MRP Permit Activities (Water Quality Permit Activities)

Public Works Department

Major Accomplishments - Infrastructure

- ✓ ADLP Sewer Main Reconstruction Project Completed
- ✓ Sanitary Sewer Rehabilitation Project Completed
- ✓ Rubberized Chip Seal Project Completed
- ✓ Belmont Creek Dredging Completed
- ✓ Ralston Corridor Study
- ✓ Completed Long Term Trash Load Reduction Plan and Assessment Strategy
- ✓ Full Trash Capture Devices Installation Project Completed 22 Additional Devices
- ✓ Initiated PASS Signal Synchronization Project
- ✓ Initiated Sewer Force Main Evaluation Project
- ✓ Designed and Awarded 2014 Slurry Seal Pavement Project
- ✓ 6 street light poles replaced

Public Works Department

Major Accomplishments - Operations

- **Engineering:**
 - ✓ 190 Permits issued (Grading, Encroachment, Hauling, etc.)
 - ✓ 710 Permit /Code Inspections
 - ✓ 38 Plan Reviews
 - ✓ 79 New Development Reviews
 - ✓ 6 Grant applications submitted
- **Sanitary Sewers**
 - ✓ 31.9 miles of CCTV inspections
 - ✓ 57.6 miles of sewer lines cleaned
 - ✓ Root foamed 38,000 feet of sewer lines
 - ✓ Responded to 382 service requests
 - ✓ 1300 work orders completed
- **Storm Drainage:**
 - ✓ 18 new bicycle safe SD grates installed
 - ✓ 2,085 storm drain inlets/manholes inspected
 - ✓ Performed six on-land trash clean ups around schools and public parks
 - ✓ Responded to 50 service requests
 - ✓ 1400 work orders completed
- **Streets/Traffic Ops**
 - ✓ 41,000 linear feet crack sealing completed
 - ✓ 383 tons of asphalt used for road repairs
 - ✓ 152 street lights repaired
 - ✓ 573 signs fabricates/446 signed installed
 - ✓ Responded to 24 graffiti incidents
 - ✓ Responded to 303 service requests
 - ✓ 3 new traffic signal heads installed
- **Fleet Management**
 - ✓ Purchased 5 new vehicles
 - ✓ 574 work orders completed
 - ✓ Implemented a metal recycling program
 - ✓ Prepared a 5-year vehicle replacement plan
- **Solid Waste**
 - ✓ 4560 curb miles swept
 - ✓ Enhanced street sweeping performed three times a week in retail areas

Public Works Department

Objectives

I/E

- Execute the CIP
- Update City Standard Plans and Details
- Progress with Council Priorities
- Complete Capital Asset Management Plan

ST

- Continue w/ preventative maintenance of our roadway system
- Continue replacing existing streetlights with LED units.
- Be responsive to service calls
- Maintain City's r/w assets

SS

- Maintain an aggressive sewer cleaning and inspection program.
- Strive to maintain a low number of SSO's (both Public & Private).
- Reduce I/I
- Implement a manhole/frame replacement program.

FM

- Ensure on-road and off-road emission compliance
- Purchase and install a new fuel management software system
- Continue to provide the City w/ safe and reliable vehicles/equipment in a cost effective manner.

SD

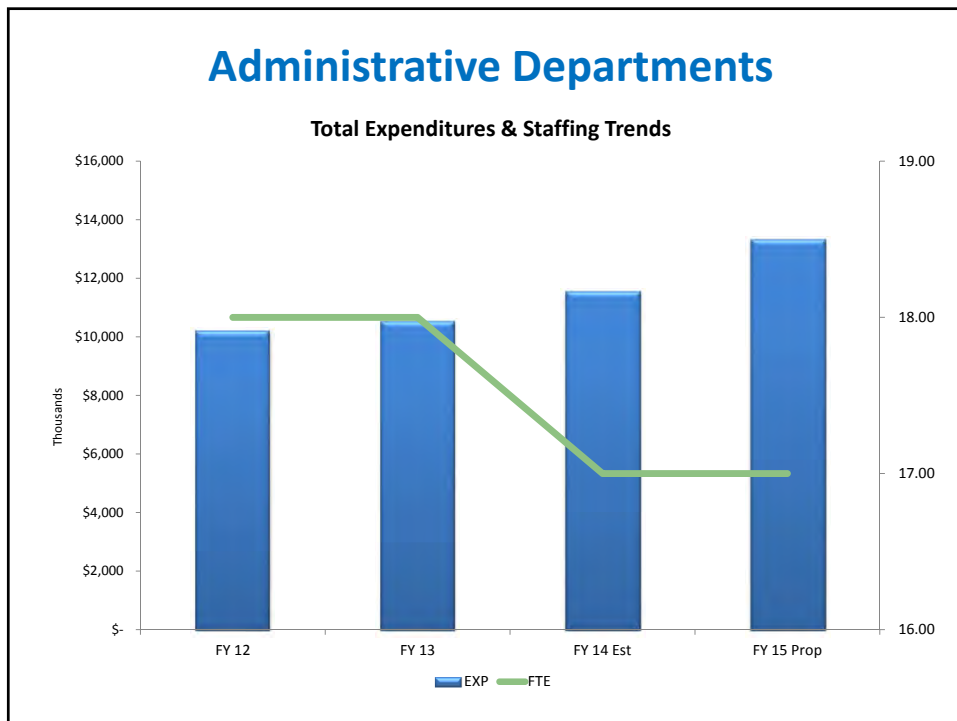
- Implement the Long Term Trash Load Reduction compliance (70% reduction of trash) in the municipal separate storm sewer system by 2017.
- Maintain an aggressive storm cleaning and inspection program.
- Meet MRP/NPDES Requirements

SW

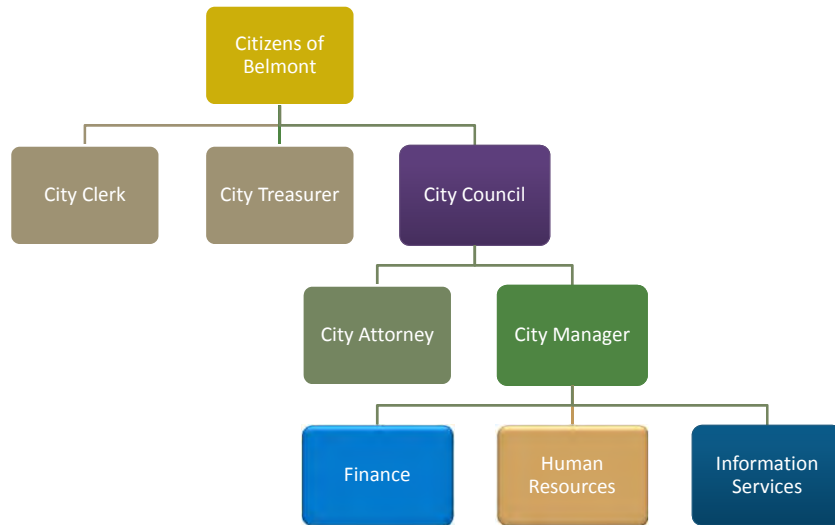
- Ensure meeting successful implementation of AB341 Mandatory Commercial Recycling goals
- Meet our Enhanced street sweeping goals per our MRP goals
- Effective management of Franchise Agreement and Rethinkwaste (SBWMA) JPA

Department Budget Review

Administrative Departments



Administrative Departments



Administrative Departments

Key Responsibilities

City Manager's Office

- Chief administrative and policy advisor
- Assures City's services are performed well
- Guides budget process
- Supports Council Strategic Planning and Priority Process

City Clerk's Office

- Maintains vital permanent City records including minutes, ordinances, resolutions, and agreements
- Post/Publish agendas and public hearing notices in compliance with applicable laws
- Manages Council packet production and distribution, and preparation of Council minutes
- Processes public record information and requests
- Elections Officer
- Compliance officer for Form 700 Statement of Economic Interest
- Maintains City Code

Finance Department

- Chief financial officer
- Performs financial management (financial planning, accounting, and reporting), treasury management, debt management, and risk management for the City of Belmont, the Belmont Successor Agency, Belmont Fire Protection District, and other agencies.

Administrative Departments

Key Responsibilities

Human Resources

- Recruits City and BFPD staff.
- Administers benefits.
- Conducts compensation survey and analysis, including classification requests.
- Oversees disciplinary process, grievance management, and labor contract negotiations.
- Facilitates and promotes training and development opportunities for employees;
- Manages Workers' Compensation claims process.
- Promotes a safe and healthy work environment.

Information Technology

- Network connectivity, including internet & intranet
- Maintain fleet of operating computer hardware & software
- Website & telephone system upkeep

City Attorney's Office

- Chief legal officer
- Provide unbiased legal advice
- Ensure legal compliance

Administrative Departments

Contribution to City Council Priorities

- Update City's web presence and civic engagement capability (IT)
- Economic Development 2.0 (FN)
- Housing program assessment and deployment (FN)
- Capital Financing Plan for Infrastructure (FN)

Administrative Departments

Major Accomplishments

- ✓ Sale of City-owned San Juan Hills property and Open Space Preservation
- ✓ Implemented Council meeting efficiency measures
- ✓ Completion of 2013 Building Codes adoption process
- ✓ Updated sewer lateral regulations
- ✓ Multi-year HazMat contract negotiated
- ✓ Fire Department Command Staff agreement with San Mateo and Foster City extended
- ✓ Implemented PG&E SST Program
- ✓ Awarded Certificate in recognition of providing employment opportunities for individuals with disabilities
- ✓ Awarded employee wellness grant
- ✓ Streamlined Council Priority process
- ✓ Integrated social media
- ✓ Balanced Budget and Built Fund Reserves
- ✓ Received award recognition on financial audits
- ✓ Computer Network Redesign/Build
- ✓ Virtualized Server Environment
- ✓ Managed November 2013 Municipal Election
- ✓ Initiated project to overhaul City's outdated Records Retention Schedule
- ✓ Streamlined agenda process
- ✓ Trained over 109 employees through joint partnerships for cost-effective training

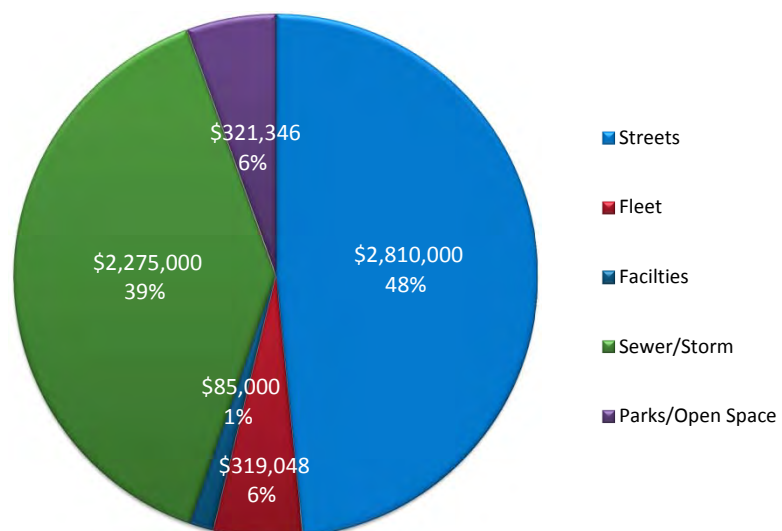
Administrative Departments

Objectives

CM <ul style="list-style-type: none"> Emphasize Controlled Spending Strive to continue to provide quality City services Implement sustainability objectives 	CC <ul style="list-style-type: none"> Continue City-wide Records Retention Project, including update of Records Destruction procedures Implementation of Form 700 Statement of Economic Interest electronic program
FN <ul style="list-style-type: none"> Complete ERP implementation Promote virtualization of services through technology Identify new funding for Economic Development Establish housing program priorities Facilitate wind-down of former RDA Develop plan for funding infrastructure 	HR <ul style="list-style-type: none"> Negotiate successor MOUs with all labor groups Create a City Classification Plan Implement citywide Learning Management System and provide cost effective training opportunities for employees Develop a citywide Safety Training plan Update the City's Personnel Policies
IT <ul style="list-style-type: none"> Phone system upgrade Expand citizen engagement on website Upgrade Agenda Management, Work Order and Permitting systems Develop three year strategic plan Conduct network security audit 	CA <ul style="list-style-type: none"> Continue assessing City Attorney Department & ongoing legal needs Assist Departments in realizing their goals Protect the City from unnecessary exposure from loss

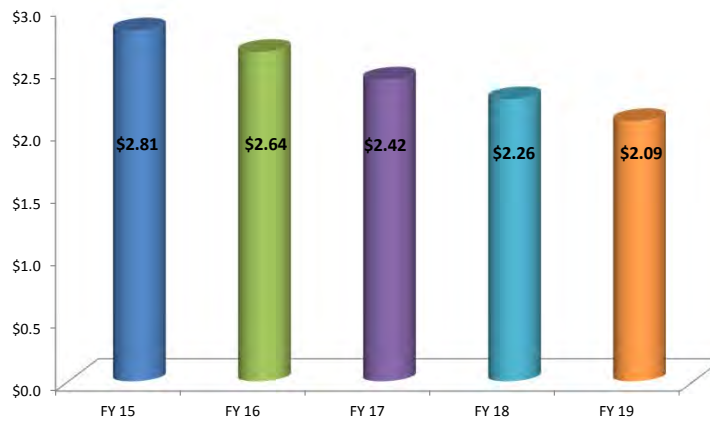
Capital Improvement Program

Capital Improvement Plan



Projected Capital Outlay

(in Millions)



Finance Commission Input

- Finance Commission Budget Team Report forthcoming
- Special Meeting on May 29th to review Budget Team Report and recommendation to Council
- Report to Council June 10th

Next Steps

- Answer questions
- Give direction
- June 10th
 - Finance Commission Report
 - Adopt budget
 - Master Revenue Schedule
 - Financial policies
 - Other actions



City of Belmont

FY 2015

Budget Brief

Message From City Management

Honorable Mayor and Members of the Council:

I am pleased to submit the Proposed FY 2015 Budget for your review and consideration.

Summary

As a result of an improved local economy and working with the City's employees on implementing sustainable cost containment strategies, the City has experienced a significant financial reversal. The City has moved beyond simply surviving.

The FY 2015 Budget supports Belmont's core values of providing quality community services in a financially responsible way. As a result of innovation, fiscal discipline and collaboration, the City is able to meet service level commitments to residents and businesses of the community.

While the Budget is not able to address all of the challenges which face the City, such as reversing the serious degradation of infrastructure or being debt free, it does make notable progress by either taking first steps toward solving them or by providing one-time funds to target the Council's highest priorities.

Unlike in past years, the City does not expect further takeaways from the State of California. For FY 2015, the Governor's May Revise budget proposal includes no new proposals to redirect local funds to address state issues.

The proposed Budget is balanced and the long term projection for the General Fund is encouraging. The Budget is anticipated to end with an unassigned reserve of \$6.5M; while not optimal, this is an unprecedented result and a marked difference from just a few short years ago when it was just \$2.3M.

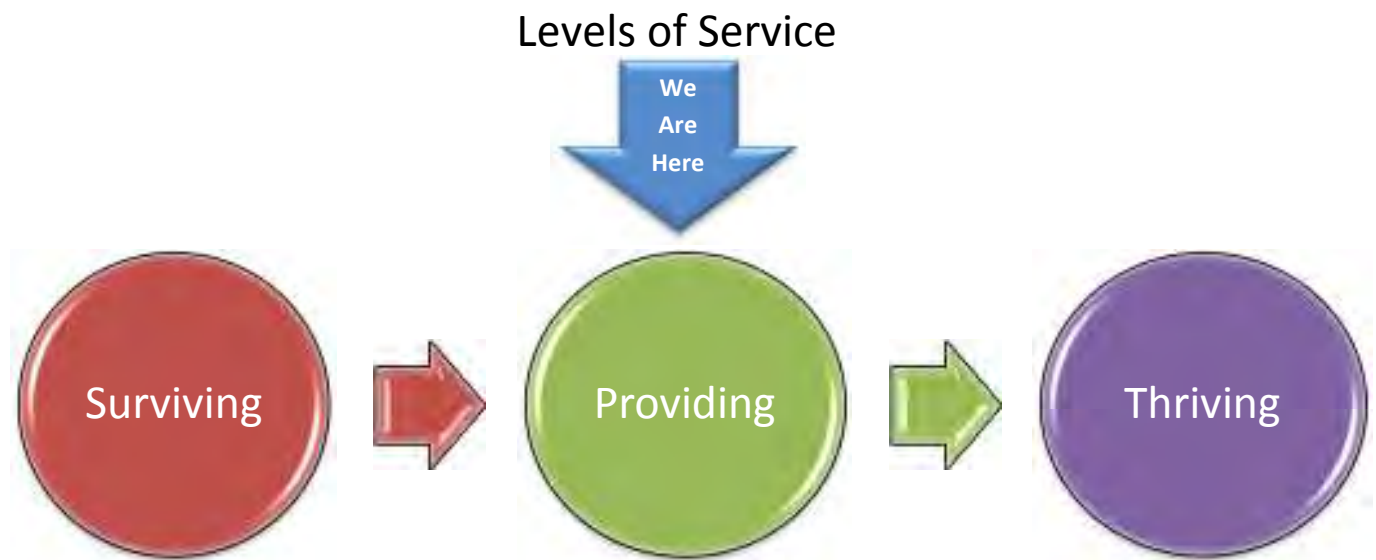
Moving Beyond Just Surviving

For nearly two decades, because of the lack of dependable ongoing resources, Belmont was constrained in its ability to accomplish more than just meet its most basic needs; surviving as an organization, delivering essential services. However, as a result of two major factors - an improved local economy and working with the City's employees to achieve sustainable cost containment strategies - have solidified a financial reversal.

Like the national and state economies, Belmont's local economy has enjoyed solid revenue growth. That revenue growth, coupled with collaboration from City's employees, who have given up wage increases,

contributed more to their health and welfare benefits, accepted lower retirement benefits than our neighboring cities and paid a greater share of their retirement costs, has helped move the City forward.

As the chart below indicates, this Budget takes a profound step forward towards delivering positive results. Residents and businesses of this community can now expect the City to provide a predictable level of service to meet existing operating commitments. This achievement was possible because of growing reserves and managing both personnel costs (pension and retiree health benefits), and near term risk exposures. However, the level of unmet need, particularly as it relates to deferred maintenance of the City's streets, storm systems, sewers, buildings and parks, is staggering and remains unresolved. As a result, the City's long-term financial well-being remains at risk because of this exposure.



As the chart indicates, most governments, including Belmont, aspire to ascend to the highest level of service which is “Thriving”. Certainly, the City’s Vision Statement suggests that a goal with the term used liberally throughout the document and, in particular, as it relates to cultural and economic matters. The hallmarks of cities performing at this level include a broad array of services and activities for residents, workers and visitors, a high level of safety, robust reserves, well-funded pensions plans, and capital infrastructure in good working order. Today, Belmont is headed in the right direction, but has much further to go.

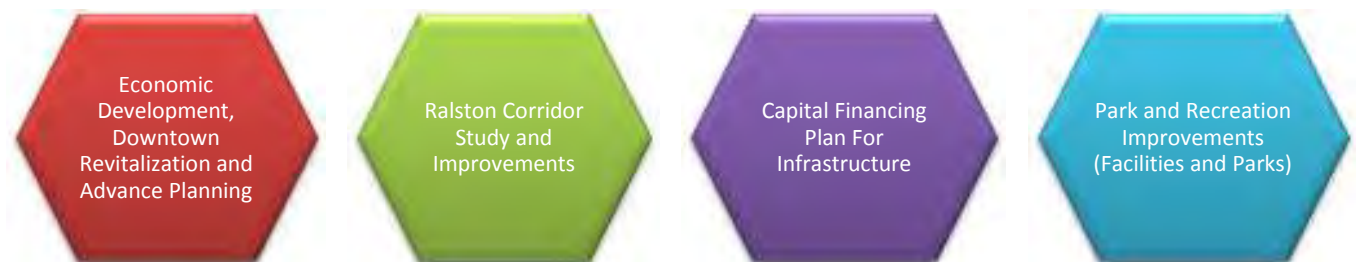
Providing for the Community and the Challenges of an Aging Infrastructure

In his inaugural remarks, the Mayor called this the “Year of Working Together”. Examples of this effort can be found in the Council’s Priorities, where funding has been directed to capital infrastructure and the revitalization of the Downtown. In turn, the Council has reached out to the citizens asking them for their opinion toward supporting new general taxes which could help maintain key services and infrastructure, which has been neglected for many years. It is clear, given economic and geographic limitations, that these challenges cannot be overcome without the financial assistance of the community.

Later in FY 2015, the City Council, will engage the community on revitalizing Downtown, including updating and/or creating the necessary implementing planning tools, such as the Downtown Implementation Plan, Belmont Village Zoning and the General Plan Update. In keeping with the “Working Together” theme, the City is already receiving recognition from other governments with significant grant funding forthcoming for the City’s planning efforts.

While funding has been incorporated for the Council’s Top 4 Priorities, including 1) Economic Development, Downtown Revitalization and Advance Planning, 2) Ralston Corridor Study and Improvements, 3) Capital Financing Plan For Infrastructure and 4) Park and Recreation Improvements (Facilities and Parks), this Budget gives the Council additional flexibility in meeting the needs of the community by allocating an additional \$0.5M in one-time funds to make strategic investments in priorities deemed of highest importance.

Top 4 Priorities



It is important to note, the Budget continues to provide a full complement of staffing to the community with 124.85 permanent full time equivalents (FTE) employed by the City and another 23 FTE in the Belmont Fire Department. These numbers reflect the recent reorganizations made in the departments. Further augmentations are likely, particularly in the Fire Department, as the City continues its shared service efforts with the neighboring communities of San Mateo and Foster City. In the long term, these shared service efforts are expected to yield significant service improvements and savings.

A Balanced Budget with Reserves

The FY 2015 General Fund Budget is balanced and the City’s five-year forecast predicts stable reserve levels for the planning period. Future fund balances are projected to be above the \$3M minimum reserve requirement and the policy reserve target of 25% operating expenditures. The forecast suggests now is the time to increase the minimum General Fund reserve level to \$5M and target reserves at 33% operating expenditures, which would be consistent with the past recommendations.

While the \$5M General Fund reserve level is not optimal, given the inevitable contraction of business cycles and the exposure to a catastrophic loss from a natural or manmade hazard, this reserve level is prudent and marks the achievement of a significant milestone in the City’s ability to protect itself from the effects of potential impacts from these types of losses.

The Budget also includes a one-time allocation of funding to achieve a \$1M reserve for Emergency Repairs. This is the primary source of funds to address unanticipated repairs to the City's infrastructure including streets, retaining walls, bridges, culverts, waterways, buildings, etc.

Another key provision in this budget is the continuation of a \$50 thousand contingency reserve for unanticipated expenses. This reserve plays a critical role in addressing limited unforeseen operational emergencies without destabilizing the budget.

The City's disciplined approach in managing its fiscal affairs by identifying risks early, dealing with negative conditions quickly and adjusting to new conditions has helped contain costs. Difficult choices made by City Council and implemented by staff in the past have built a solid budget foundation for the future. Strategic reductions in staffing, such as those implemented after the RDA dissolution, concessions agreed to by labor and tiered benefits have resulted in successful cost containment. Barring an unprecedented event, such as what occurred with the RDA dissolution, the Budget is balanced and reserves levels are sensible.

A Few Words About Belmont's CalPERS Pension Obligation



Beginning January 1, 2014, new retirement legislation, called PEPPRA, was instituted for public employees. While PEPPRA primarily affected new participants by providing lower benefits, it also affected existing participants through a variety of provisions designed to reform the existing retirement system.

Recently, CalPERS approved new rate-smoothing and mortality changes aimed at fully-funding retirements within 30 years and shoring up the cost of retirement longevity. These changes, plus a proposed risk pooling consolidation, have a five year ramp up of rates followed by a five-year ramp-down with rate increases ranging from 11%-29% beginning in FY 2016.

The Budget and the long term projections reflect the PEPPRA and rate smoothing changes and fully fund the annual required contributions.

Local Funds and Sacramento

Despite the Council's considerable achievements in managing the City's finances, actions by the State of California have had a history of impacting the Budget.

With the passage of last year's State Budget, a new K-12 Local Control Funding Formula was adopted. Like proposals from the past, the K-12 Local Control Funding Formula removes local funds from cities and counties to reduce the State's obligation to local schools. The County Controller's Office has advised the new formula could eventually shift the entire \$0.6M of the City's excess ERAF property tax.

As we have reported before, the poorly drafted law which guides the wind-down and the oversight of former redevelopment agencies has been problematic, at best. As of the writing of this Budget Brief, the

City acting as the Successor Agency of the Belmont Redevelopment Agency has not yet secured a Finding of Completion from the Department of Finance nor has it resolved an outstanding \$1.3M demand issued by the State Department of Finance.

It is still possible that the State may adopt a budget scheme which, if enacted, could impact Belmont's ability to deliver services. Should the State take an adverse action with their budget, it is unlikely the City will know prior to this budget being adopted.



Conclusion

Because of prudent fiscal management on the part of City Council boosted by strong economics, the City has moved beyond surviving. Residents and businesses of this community can expect the delivery of a predictable level of service to meet existing operating commitments. Moreover, because reserves were bolstered, personnel costs accounted for and near term risk exposures mitigated, the City can now turn its attention to meeting those unfulfilled needs, such as the deferred maintenance of the City's streets, storm systems, sewers, buildings and parks, which are achievable with the help of Belmont's residents and businesses.

As always, my sincere thanks to all the staff for their hard work and collaboration shown in developing this year's budget, including the special efforts of Thomas Fil, Finance Director, Brooke Lazzari, Deputy Finance Director and the Finance Staff for their dedication to producing this balanced budget document. We should be proud to have such a dedicated team.

I turn the proposed FY 2015 Budget over to you for review and approval.

Sincerely,

Greg D. Scoles
City Manager

Assumptions

Demographics

- Inflation: 2.4% increasing for the region
- Office Vacancy: 11.4% and improved for the City
- Unemployment: 5.4% and declining for County

Revenues

- Revenues: Continued moderate growth on reduced base with most key categories
- Property taxes: 4.23% for Belmont (Long term 3%) and 3.72% for the Belmont Fire Protection District (Long term 3%)
- Sales Tax: 2.0% for Belmont (Long term 2-4% growth)
- Interest rates: 0.3% for investments (Long term rising, flat on assets)

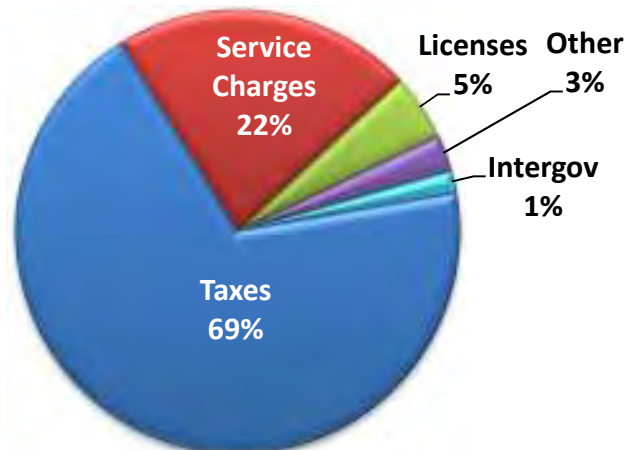
Operations and Capital Improvements

- Personnel costs: 2.5-7.5% for entire projection
- PERS costs: 15.565% for Miscellaneous Tier 1; 38.364% for Safety Tier 1 (Long term increase of 11% Miscellaneous; 29% Safety)
- Supplies and services costs: 3-4% growth with exceptions for fuels, utilities, insurance, etc.
- Capital program: \$5.8 million allocated

Budget Analysis

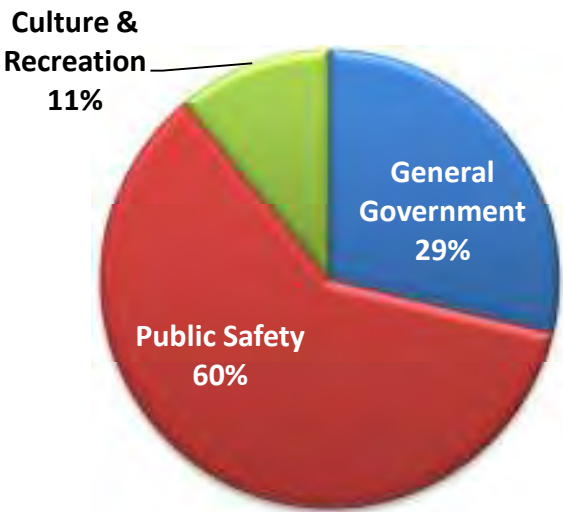
General Fund revenues support basic services including police, public works, parks & recreation and general government operations. The General Fund revenues have several components:

General Fund Revenue Sources

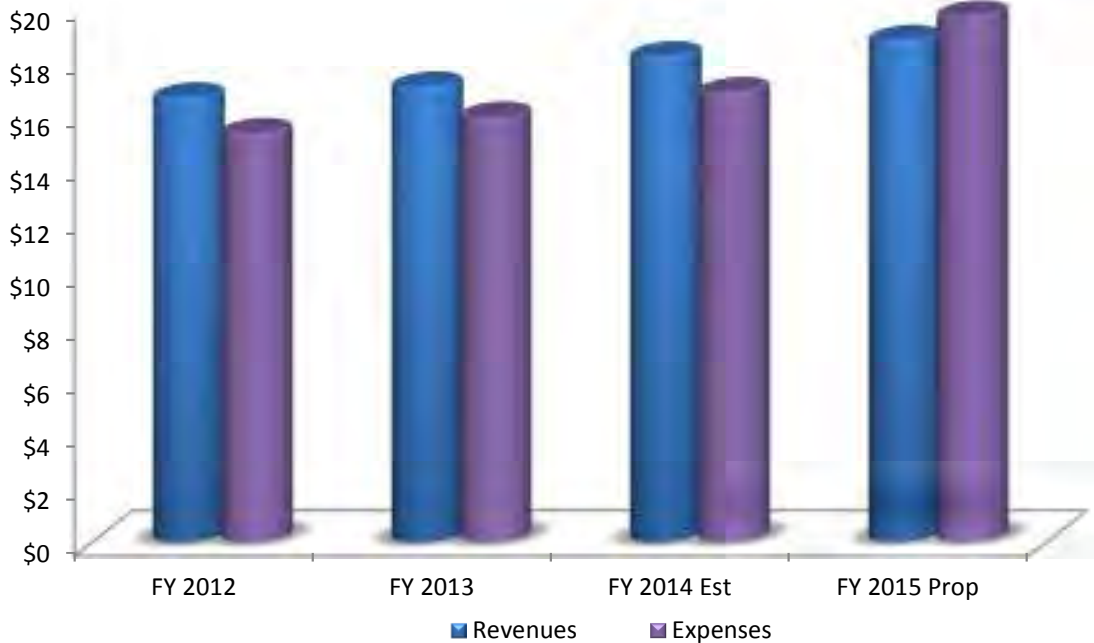


In FY 2015, General Fund expenditures total \$19.7 million, up \$2.9 million from the \$16.8 million estimated in FY 2014. This budget continues the best practice of fully funding the \$0.8 million in ARC (Annual Required Contributions) costs associated with implementing GASB 45, Other Post-Employment Benefits.

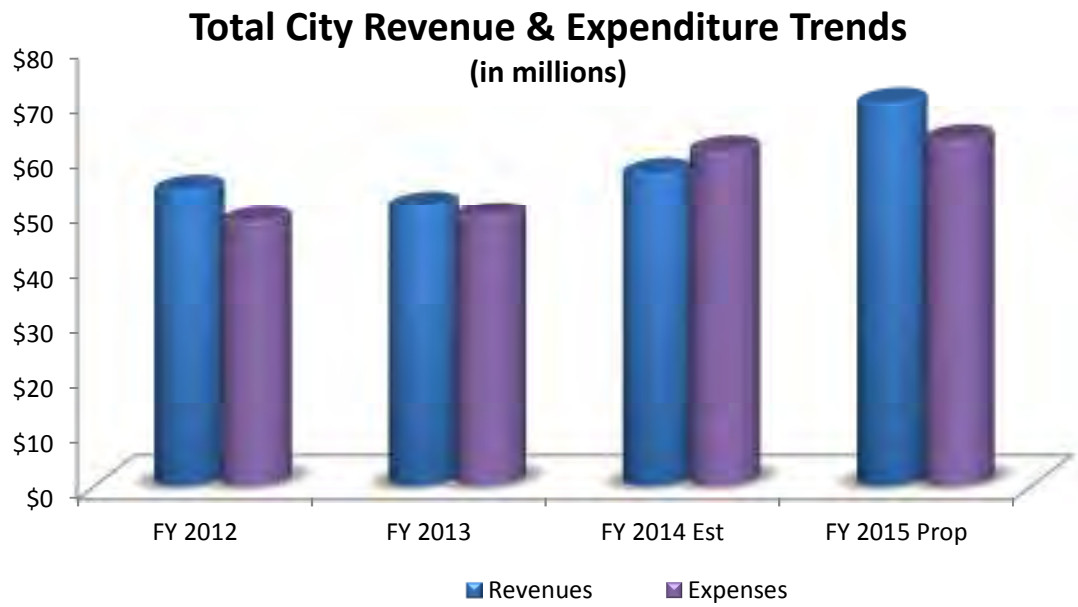
General Fund Uses



Total General Fund Revenue & Expenditure Trends (in millions)



Total expenditures city-wide are estimated at \$62.7 million and city-wide revenues estimated at \$69.6 million. As has been the case in prior years, the City continues to make progress towards improving its infrastructure where revenue sources are available. In FY 2015, the focus will be on street improvement projects.



The City has accumulated reserves. Reserves fund capital projects and largely account for the difference between total revenues and total expenditures, once debt issues have been factored out. In addition, City Council has established a prudent reserve level to protect against service reductions or raising taxes and fees due to temporary revenue shortfalls or unpredicted events.

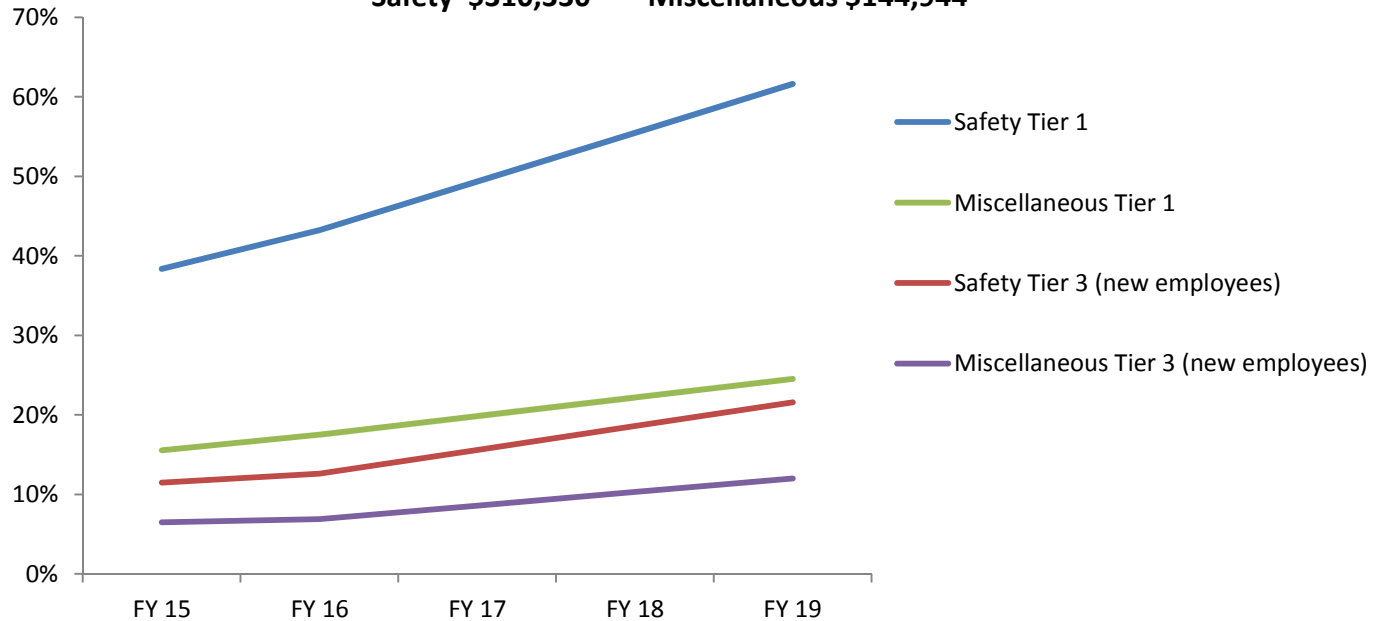


Obligations

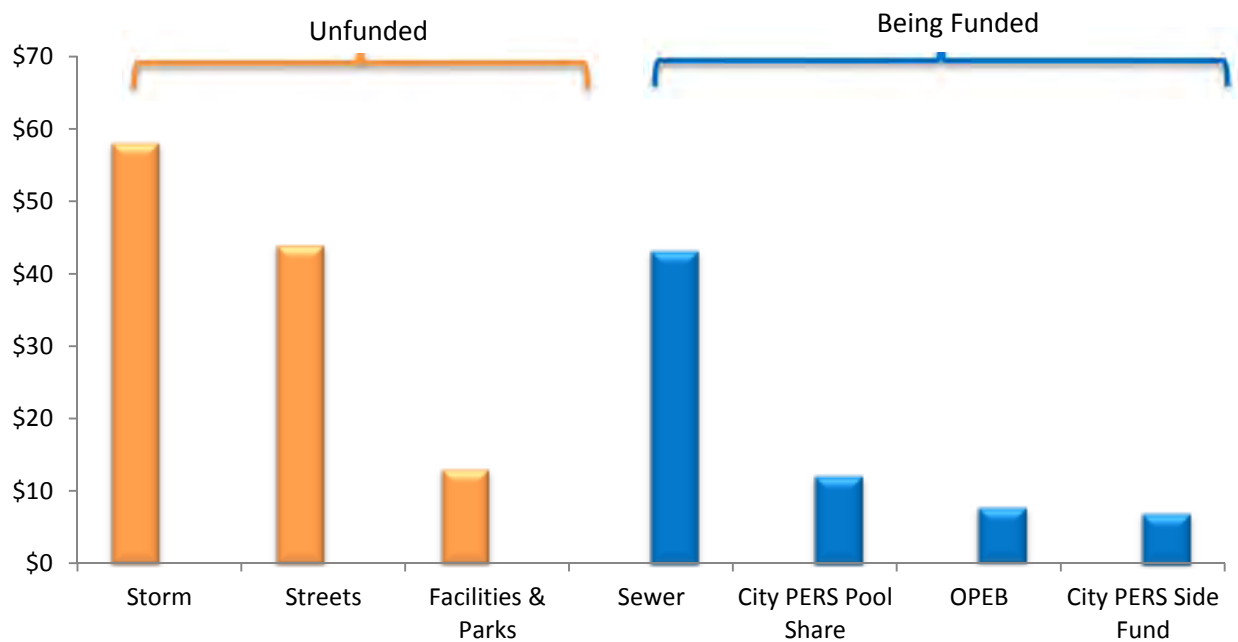
Projected PERS Rate Increases

(FY 15-FY 19 Constant \$)

Safety \$310,330 Miscellaneous \$144,944



Capital and Retirement Obligations



Top 4 Priorities

Economic
Development,
Downtown
Revitalization, and
Advanced Planning

2035 General
Plan Update

Belmont
“Villages”
Zoning

Targeted
Economic
Development
Project

Housing
Program
Assessment
and Deployment

Parks &
Recreation
Improvements
(Facilities and
Parks)

Athletic Field
Improvements

Davey Glen
Park Design
and
Development

Strategy for
Future of Barrett
Community
Center Property

Open Space
Planning

Ralston Corridor
Study and
Improvements

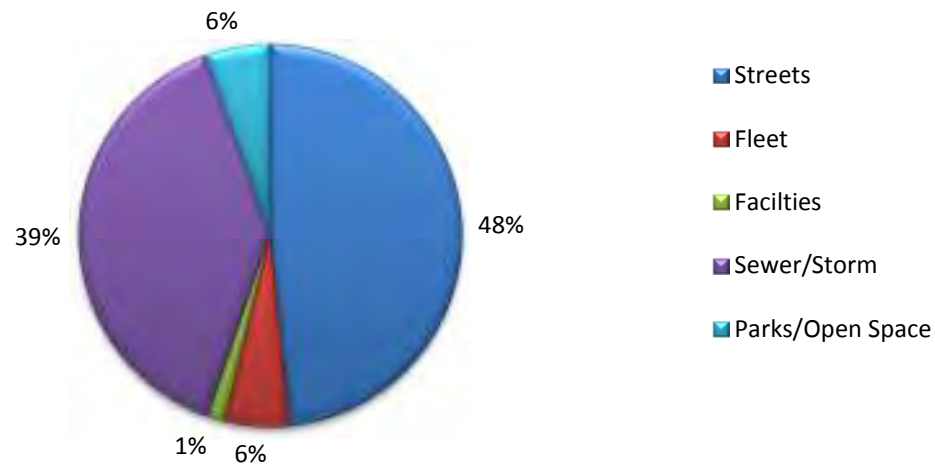
Capital
Financing Plan
for
Infrastructure

Capital Improvement Plan and Capital Outlay Trends

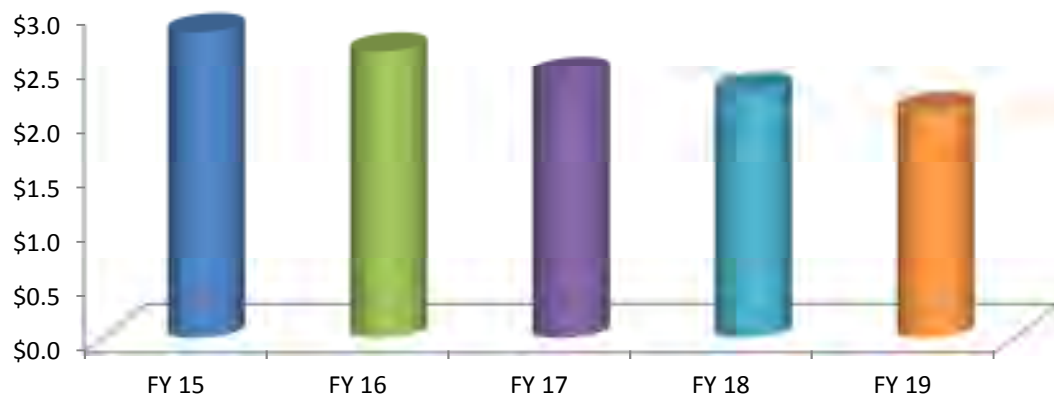
5 year CIP-\$15.2M

FY 2015 CIP-\$5.8M

Capital Projects by Function



Projected Capital Outlay (in millions)



ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELMONT AMENDING BELMONT CITY CODE CHAPTER 22 REGARDING THE CONSTRUCTION, MAINTENANCE AND REPAIR OF SIDEWALKS

THE CITY COUNCIL OF THE CITY OF BELMONT DOES ORDAIN AS FOLLOWS:

SECTION 1. BCC SECTION 22-61 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-61 is amended as follows:

Sec. 22-61. Scope of this article; definitions.

(a) This article shall not apply to construction of curbs, gutters and sidewalks for new building construction.

(b) *Block* means property facing one side of any street between the next intersecting streets or between the terminus of a dedicated right-of-way of a street and an intersecting street. Street does not include an alley or other right-of-way unless it is of the same width as a regular residential minimum width street. In the case of an alley, block means property facing both sides of any alley between the next intersecting streets or alleys, or between the terminus of an alley and an intersecting street.

(c) *Cost and construction cost or variants thereof*, means and includes both the actual cost of construction of the work, design and inspection and incidental expenses, as defined in this article.

(d) *Sidewalk* shall include all portions of a parking strip maintained in the area between the property line and the street line and also includes curbs, gutters, bulkheads, retaining walls or other works for the protection of any sidewalks or of any such parking strip.

SECTION 2. BCC SECTION 22-62 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-62 is amended as follows:

Sec. 22-62. Duty to construct.

(a) Adjacent property owners are responsible for the construction of the sidewalk adjacent to or fronting on any portion of their property. Owners required by this article to construct any portion of a sidewalk shall owe a duty to members of the general public, including travelers on the sidewalk, to construct the sidewalk in a safe and secure condition. It shall be a violation of this article for owners to fail to perform the duties and obligations established by this article or to perform such duties and obligations in a negligent manner. If any person suffers personal injury or damage to property, as a result of the failure of owners to construct any sidewalk in a safe and secure condition as required by this article, the adjacent property owners shall be directly liable to such person for the resulting injury or damages. The City of Belmont shall have a cause of action for indemnity against a property owner for any damages it may be required to pay as satisfaction of any judgment or settlement of any claim that results from injury to persons or property as a legal result of the owner's failure to construct a

sidewalk in accordance with this section.

(b) Construction of curbs, gutters and sidewalks shall occur when:

(1) The director of public works or his/her designee finds that curbs, gutters and sidewalks have been constructed, or that their construction has been guaranteed to his satisfaction, in front of properties constituting more than fifty (50) percent of the frontage in any block; or

(2) Where a petition signed by the owners of more than sixty (60) percent of the front footage of the block has been filed with the city clerk requesting the installation of such improvements; or

(3) Whenever the city council of the city upon its own motion has ordered the installation of such improvements.

SECTION 3. BCC SECTION 22-72 REPEALED

Belmont City Code Chapter 22, Article V, Section 22-72 is repealed.

SECTION 4. BCC SECTION 22-73 REPEALED

Belmont City Code Chapter 22, Article V, Section 22-73 is repealed.

SECTION 5. BCC SECTION 22-74 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-74 is amended to read:

Sec. 22-74. Report following completion of construction repair or removal; contents.

Upon the completion of the construction, the director of public works or his/her designee shall prepare and file with the city council a report specifying the work which has been done, the cost of work, a description of the real property in front of which the work has been done and the assessment against each lot or parcel of land proposed to be levied to pay the cost or portion thereof. The report may include work done in front of any number of parcels of property, whether contiguous to each other or not. In determining the amount of the assessment against each lot or parcel of land, the director of public works or his/her designee shall assess the same portion of the total cost of the work against each lot or parcel as that parcel will receive of the total benefit from the work.

SECTION 6. BCC SECTION 22-75 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-75 is amended to read:

Sec. 22-75. Notice of cost; service; contents; time for hearing.

(a) Upon the completion of the construction the city shall cause notice of the cost of the construction, repair or removal be given in the manner specified in this article for the giving of notice to construct, repair or remove, which notice shall specify the day, hour and place when the city council will hear and pass upon a report by the director of public works or his/her designee of the cost of the work, together with any objections or protests, if any,

which may be raised by property owners liable to be assessed for the cost of such work and any other interested persons. In no case shall the hearing provided for in this section be sooner than ten (10) days after giving of notice.

(b) The cost of the work may include a proportionate share, as determined by the city council, of the cost of improvements constructed in a place other than in front of a parcel of property which is required for the proper functioning of the improvements in front of the parcel.

SECTION 7. BCC SECTION 22-76 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-76 is amended to read:

Sec. 22-76. Hearing on report; confirmation; finality of decision.

Upon the day and hour fixed for the hearing the city council shall hear and pass upon the report of the director of public works or his/her designee, together with any objections or protests which may be raised by any of the property owners liable to be assessed for such construction and any other interested persons. Thereupon the city council may make such revision, correction or modifications in the report as it may deem just, after which, by motion or resolution, the report as submitted, or as revised, corrected or modified, shall be confirmed. The city council may adjourn the hearings from time to time. The decisions of the city council on all protests and objections which may be made, shall be final and conclusive.

SECTION 8. BCC SECTION 22-77 AMENDED

Belmont City Code Chapter 22, Article V, Section 22-77 is amended by modifying the section title to read as follows. The text of Section 22-77 is unchanged.

Sec. 22-77. Assessment of cost; lien for construction

SECTION 9. BCC CHAPTER 22, ARTICLE VI ADDED

Belmont City Code Chapter 22 is amended by adding Article VI to read

ARTICLE VI. MAINTENANCE OF SIDEWALKS

Sec. 22-81. Maintenance of sidewalks.

(a) As used in this section, sidewalk area includes the sidewalk, any park or parking strip maintained in the area between the property line and the street line, and the curbing, gutter, driveway, bulkheads, retaining walls or other works for the protection of any sidewalk or of any park or parking strip.

(b) The owner of a lot fronting on or adjacent to a public street must maintain any sidewalk area in good repair and condition. This duty includes but is not limited to maintenance and repair of surfaces including performance of grinding, removal and replacement of sidewalks, and repair and maintenance of curb and gutters, so that the sidewalk area will remain in a condition that is not dangerous to property or to persons using the sidewalk area in a reasonable manner and will be in a condition which will not interfere with the public convenience in the use of the sidewalk area.

(c) An owner required by this section to maintain a sidewalk area shall owe a duty to members of the public to keep and maintain the sidewalk area in a safe and non-dangerous condition.

(d) If, as a result an owner's failure to maintain a sidewalk area in a safe and non-dangerous condition, any person suffers injury or damage to person or property, the owner shall be liable to the person for the resulting damages or injury.

(e) The City of Belmont shall have a cause of action for indemnity against a property owner for any damages it may be required to pay as satisfaction of any judgment or settlement of any claim that results from injury to persons or property as a legal result of the owner's failure to maintain a sidewalk area in accordance with this section.

(f) Failure of an owner to maintain a sidewalk area as set forth in this section shall constitute a public nuisance.

Sec. 22-82. Repairs.

When any portion of the sidewalk is out of repair or pending reconstruction and in a condition to endanger persons or property or in a condition to interfere with the public convenience in the use of such sidewalk, the public works director may, in addition or as an alternative to any other legal remedy, utilize the procedures in Streets and Highways Code Division 7, Part 3, Chapter 22, Article 2 to cause the necessary work to be performed by the adjoining property owner.

Sec. 22-83. No mandatory duty of city created.

Nothing in this chapter is intended to create a mandatory duty on the part of the city manager or the city to protect persons or property from a violation of the provisions of this chapter.

SECTION 10. CEQA EXEMPTION.

The City Council finds, under Title 14 of the California Code of Regulations, Section 15061(b)(3), that this ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which has the potential for causing a significant effect on the environment. The Council therefore directs that a Notice of Exemption be filed with the San Mateo County Clerk in accordance with the CEQA guidelines.

SECTION 11. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held by a court of competent jurisdiction to be invalid, such a decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Belmont hereby declares that it would have passed this Ordinance and each section or subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases be declared invalid.

SECTION 12. EFFECTIVE DATE.

This Ordinance shall take effect and will be enforced thirty (30) days after its adoption.

SECTION 13. PUBLICATION AND POSTING

The City Clerk has caused to be published a summary of this ordinance, prepared by the City Attorney under Government Code Section 36933, subdivision (c) of the, once, in a newspaper of general circulation printed and published in San Mateo County and circulated in the City of Belmont, at least five days before the date of adoption. A certified copy of the full text of the ordinance was posted in the office of the City Clerk since at least five days before this date of adoption. Within 15 days after adoption of this ordinance, the City Clerk shall cause the summary of this ordinance to be published again with the names of those City Council members voting for and against the ordinance; and the City Clerk shall post in the office of the City Clerk a certified copy of the full text of this adopted ordinance with the names of those City Council members voting for and against the ordinance.

* * *

The City Council of the City of Belmont, California introduced the foregoing ordinance, on May 13, 2014 and adopted the ordinance at a regular meeting held on May 27, 2014 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

ATTEST:

City Clerk

Mayor

APPROVED AS TO FORM:

City Attorney